

# StFX CONTINUING & DISTANCE EDUCATION

FALL & WINTER  
**2011-12**



Undergraduate Courses • Post RN Bachelor of Science in Nursing  
Graduate Studies in Education • Diploma in Intellectual Disability Studies  
Diploma in Ministry • Certificate in Continuing Care (Post RN)  
Certificate in Gerontological Studies (Post RN) • Certificate in Spirituality  
Special Interest Courses & Workshops (E-Commerce, Liturgical Foundations)



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2011–2012**

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Please refer to the electronic version of this calendar for updated information, available on the StFX Continuing & Distance Education website: [www.stfx.ca/academic/continued](http://www.stfx.ca/academic/continued)

*Cover Design: Ruth Young*

## IMPORTANT DATES

See the current StFX Academic Calendar for other important dates (<http://www.mystfx.ca/services/registrar/calendar/>)

### 2011 FALL TERM

July 15	Final date to apply for degree or diploma to be conferred at Fall Convocation
August 19	Final date to register for Master of Education courses
September 6	Diploma in Ministry Program Fall term courses begin
September 6	Distance Nursing Fall term courses begin
September 8	Undergraduate Fall term classes begin on campus
September 12	Undergraduate Fall term online courses begin
September 12	Diploma in Intellectual Disability Studies Fall term begins (online)
September 16	Deadline for Graduate Studies in Education (Master of Education) Winter and Spring term course registration, after which a late registration fee will be charged. Students must register for Winter and Spring courses by this date.
September 19	Certificate in Spirituality Fall term courses begin (online)
September 19	Master of Education Fall term classes begin (unless otherwise indicated)
September 28	Application deadline for Thelma May Kempffer Entrance Scholarship for Distance Nursing students
October 3	Liturgical Foundations course begins (online)
October 14	Final date to apply for degree or diploma to be conferred at Spring Convocation
November 15	Application deadline for Fall term Study Awards for Master of Education students and part-time undergraduate students
December 3	Feast Day of St. Francis Xavier, Alumni Memorial Mass
December 7	Examination week for distance undergraduate courses begins
December 10	Fall Convocation

### 2012 WINTER TERM

January 9	Diploma in Ministry Program Winter term courses begin
January 4	Master of Education Winter term courses begin
January 9	Undergraduate Winter term online courses begin
January 16	Deadline to register for Certificate in Spirituality and Diploma in Intellectual Disability Studies
January 2 and / or 30	Distance Nursing Winter term courses begin (Please see course details for specific start dates)
January 23	Diploma in Intellectual Disability Studies Winter term courses begin (online)
January 30	Certificate in Spirituality Winter term courses begin (online)
February 15	Application deadline for Winter term Study Awards for Master of Education students and part-time undergraduate students
February 15	Final date to apply for Master of Education Program (Program begins in July)
February 20	Mid-term Recess begins. Continuing & Distance Education courses may substitute the public school midterm recess, at the discretion of individual instructors.
April 2	Last week of Winter term classes for online undergraduate courses Master of Education Spring term begins
April 7	Fall/Winter Distance Nursing courses end
April 9	Examinations for online undergraduate courses begin
May 6	Spring Convocation

## 2011–2012 CONTINUING & DISTANCE EDUCATION FALL / WINTER PROGRAMS

St. Francis Xavier University  
Antigonish, Nova Scotia

The regulations governing admission and degree requirements are as set forth in the current *StFX Academic Calendar* (<http://www.mystfx.ca/services/registrar/calendar/>).

StFX Continuing & Distance Education provides degree, non-degree, and non-credit learning opportunities for persons who wish to study on a part-time basis. Please check the Table of Contents for listings of all programs.

Students can call the Continuing & Distance Education Office for general information or for assistance regarding part-time study. Our office is located at 2175 Varsity Drive on the 2nd floor of MacDonald Hall.

Continuing & Distance Education  
St. Francis Xavier University  
Antigonish, Nova Scotia  
Phone: (902) 867-2372 / 3906 or 1-877-867-3906  
Email: [continuinged@stfx.ca](mailto:continuinged@stfx.ca) or [med@stfx.ca](mailto:med@stfx.ca)  
Department website: <http://www.mystfx.ca/academic/continuinged/>

Students should note, however, that their primary contacts for information and applications are the addresses or phone numbers given in each program description. Students are bound by all regulations of the current *St. Francis Xavier University Academic Calendar*.

### PART-TIME STUDY

St. Francis Xavier University provides post secondary educational opportunities to individuals from a variety of backgrounds. Many students are not able to take advantage of full-time studies. To assist students who wish to study on a part-time basis, the University offers a number of courses / programs through part-time study and distance education.

### ADMISSION TO ST. FRANCIS XAVIER UNIVERSITY

New students or students who have already graduated and wish to take additional courses must apply and pay a \$40.00 application fee and be admitted to the University prior to taking courses. The regulations governing admission and degree requirements are as set forth in the current *StFX Academic Calendar* (see section 1); <http://www.mystfx.ca/services/registrar/calendar/>. Prospective students must submit any prior transcripts. The application for admission to undergraduate courses can be downloaded from the following link: <http://www.stfx.ca/apply/>. The application for admission to the Master of Education program can be found at the following link: <http://www.mystfx.ca/pdfs/application-graduate-studies.pdf>.

### INTERNATIONAL GRADUATE STUDENTS

Qualified international students are encouraged to apply for full-time graduate studies in the MEd program. Prospective students should plan to be at StFX for a minimum of 13 months (July 1 to July 30 of the following calendar year). If at all possible international students are encouraged to arrange their travel plans to arrive at StFX by the first of July. For further information on international students, please visit our International Student Office website located at the following link: <http://www.stfx.ca/prospective/international/>.

## ONLINE LEARNING

Taking courses online provides a flexible and convenient opportunity for you as a student. Our online platform includes Blackboard and/or Blackboard Collaborate (previously named ElluminateLive!).

Many of our online courses and programs use Blackboard as the learning management system, providing students with the flexibility of choosing the time of day or night they wish to participate in their course.

Graduate courses in Education (MEd) use both Collaborate and Blackboard. Collaborate is real time, meaning you and your peers are present at the same time. Through Collaborate you will be able to listen and speak with others and, through interactive tools, see and share activities. Blackboard is often used for discussions and document sharing throughout the term.

To ensure that you are prepared to be an online learner and to help you prepare for positive and successful online experiences here are a few tips and suggestions:

- You must have access to a computer and the Internet on a regular basis. You will need to check your course daily to participate in discussions and to get course materials and updates. Also, keep your StFX email inbox active, as it is the professor's method of communicating with you.
- You must be prepared to spend at least 10 hours of study time per week for each course you are taking. Online courses provide flexibility and convenience; however, they do require time, commitment, and attention.
- Time management skills are important in an online course. Check your course daily for new postings, updates, assignment deadlines, quiz dates, etc. In many courses, weekly schedules are provided to help you stay on track.
- Blackboard and Collaborate tutorials are available. Participate in a tutorial before the course begins to ensure that you are prepared for the first class. These tutorials will help your understanding of the transition from traditional classroom into an online classroom and ensure you have the required technology to participate.
- You will be expected to participate and share in discussions by responding to questions posted by the instructor as well as responding to postings by others in your class. This is done in an open, constructive, and friendly manner. Posting your thoughts and comments provides you the opportunity to reflect on your answers before posting them.
- Technology guidelines for Windows and Mac are provided on page 6.

## TECHNOLOGY SUPPORT AND GUIDELINES FOR COMPUTER-BASED DISTANCE COURSES

### ***Blackboard Support***

Email: [bbadmin@stfx.ca](mailto:bbadmin@stfx.ca)

Phone: (902) 867-3971 or 1-877- 867-3971

Contact Blackboard Support if you require support for Blackboard or want help with technology issues related to online courses.

### **Farnoush Zadeh: *Collaborate*** (previously named ElluminateLive!) ***Support for Teaching and Learning***

Email: [fzadeh@stfx.ca](mailto:fzadeh@stfx.ca)

Phone: (902) 867-5728

Contact Farnoush to arrange a Collaborate tutorial.

### **Collaborate Technical Support (24/7)**

Live Chat: <http://www.presidiumlearning.net/BlackboardCollaborateLivePerson/>

Information on Collaborate can also be found at: <http://www.blackboard.com/Platforms/Collaborate/Support/Support-for-Blackboard-Collaborate.aspx>

Phone: 1-877-382-2293

## Minimum system requirements for participating in online courses

### Windows Specifications

<b>Operating System:</b>	Windows XP, Vista or Windows 7
<b>Processor:</b>	1 GHz Pentium 4 minimum, 2 GHz Core 2 Duo recommended
<b>Memory:</b>	512 MB of RAM minimum, 1 GB recommended
<b>Hard Drive Space:</b>	1 GB free disk space
<b>Browser:</b>	Internet Explorer 6.0 minimum, Mozilla Firefox recommended
<b>Email:</b>	Students must use their StFX email address (provided by TSG)
<b>Plug-ins:</b>	Flash 8 or higher; these are freely downloaded from Adobe: <a href="http://www.adobe.com/downloads">http://www.adobe.com/downloads</a>
<b>Quicktime:</b>	Quicktime 7 or better, free download from the Apple website: <a href="http://www.apple.com/downloads">www.apple.com/downloads</a> Environment 1.5 or newer, download from: <a href="http://www.java.com">http://www.java.com</a>
<b>Java:</b>	High Speed Cable / DSL recommended
<b>Modem:</b>	Graphics-capable printer (inkjet or laser)
<b>Printer:</b>	Minimum Specifications: 15-inch, SVGA, 1024 x 768 minimum screen resolution, 16 bit color (thousands of colors).
<b>Monitor:</b>	Recommended Specifications: SVGA, 1024 x 768 minimum screen resolution, 24 or 32 bit colour
<b>Microphone:</b>	Onboard or USB microphone / headset

### Mac Specifications

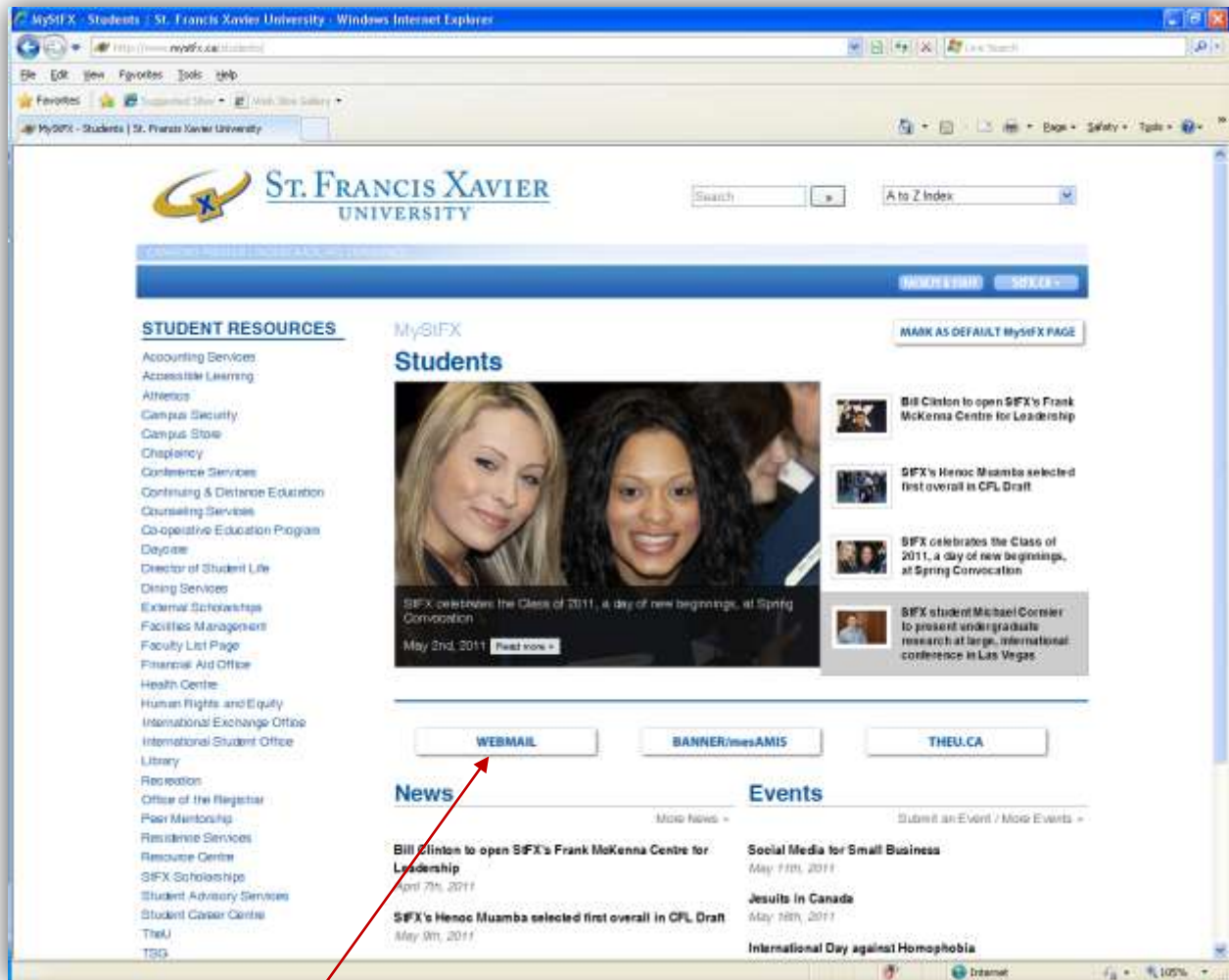
<b>Operating System:</b>	Macintosh OS X 10.3.9 or later
<b>Processor:</b>	1 GHz PowerPC G4 minimum, 2 GHz Core 2 Duo recommended
<b>Memory:</b>	512 MB RAM minimum, 2 GB Recommended
<b>Hard Drive Space:</b>	1 GB free disk space
<b>Browser:</b>	Safari or Mozilla Firefox
<b>Email:</b>	Students must use their StFX email address (provided by TSG)
<b>Plug-ins:</b>	Flash 8 or higher; if you do not already have the latest version of the Flash plug-in, go to the Adobe website and follow instructions: <a href="http://www.adobe.com/downloads">http://www.adobe.com/downloads</a>
<b>Quicktime:</b>	Quicktime 7 or better, free download from the Apple website: <a href="http://www.apple.com/downloads">www.apple.com/downloads</a>
<b>Java:</b>	Latest Macintosh OS X Java updates
<b>Modem:</b>	High Speed Cable / DSL recommended
<b>Printer:</b>	Graphics-capable printer (inkjet or laser)
<b>Monitor:</b>	Minimum Specifications: 15-inch, SVGA, 1024 x 768 minimum screen resolution, 16 bit colour (thousands of colours). Recommended Specifications: SVGA, 1024 x 768 minimum screen resolution, 24 or 32 bit colour
<b>Microphone:</b>	Onboard or USB microphone / headset

## STUDENT EMAIL ACCOUNTS

Your StFX student email account is used for all communication between you and StFX. It is vital that you check and maintain your account regularly.

### Accessing webmail (your personal StFX email account):

1. Go to the StFX student homepage (<http://www.mystfx.ca/students/>)

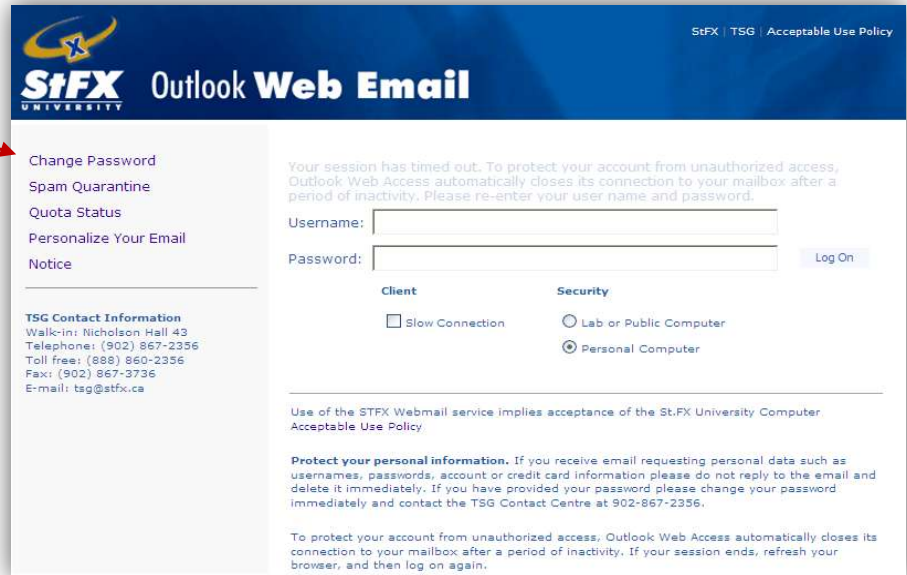


2. Select the Webmail link and enter your user name (e.g., x2011abc) and your applicable password as outlined on your PIN letter.

### Changing your Password:

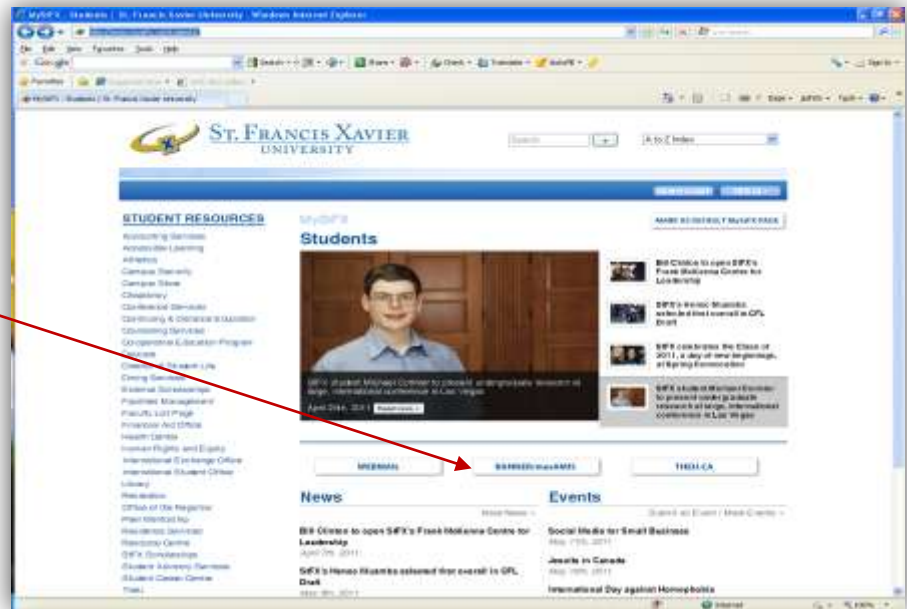
1. Go to the StFX student homepage
2. Click the Webmail link (as noted above in the screenshot)

- Click on the Change Password link on the left side of the page



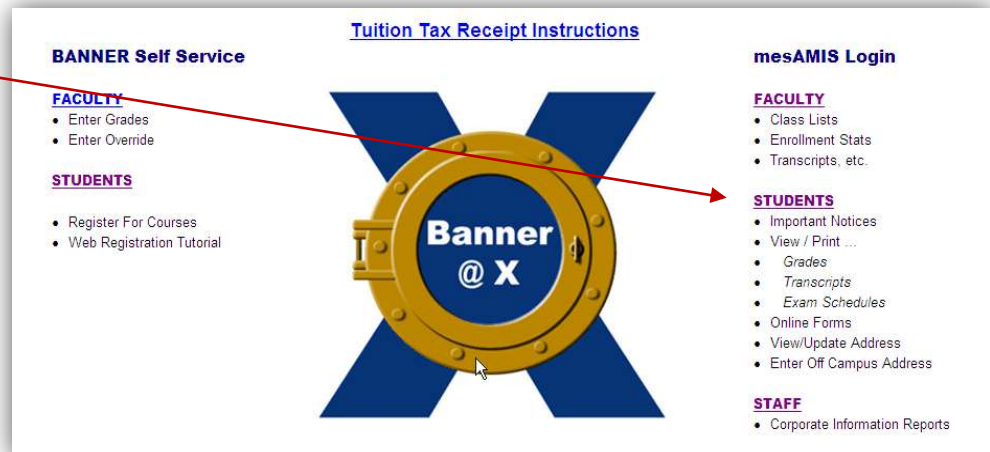
To view and reset your original password:

- Go to <http://www.mystfx.ca/students/>
- Click on Banner/mesAMIS



- Click on STUDENTS on the right side of the page, and then select Log into mesAMIS.

- Log into the system by using your Student ID as your user name and your 6-digit numeric password



5. Select the 'myAccounts' link

StFX | Students' Union | Webmail

**WebFX**  
mesAMIS

Who's@X | myGrades | myGPA | myExams | myClasses | **myAccounts** | myPrinting | myCallingCard

**Notices**  
[Correspondence](#)

**DCB**  
[Additional DCB](#)

**Online Forms**  
[Address Change Procedure](#)  
[Appeal an Academic Penalty](#)  
[Appeal a Grade](#)  
[Application for Degree/Diploma](#)  
[Application for Late Addition of a Course](#)  
[Application for an Overload \(Extra Course\)](#)  
[Application for Override](#)  
[Application to Change Program](#)  
[Confirmation of Enrollment](#)  
[Letter of Permission](#)  
[Notice of Withdrawal Form](#)

**Welcome**  
You are encouraged to visit here often, as notices will be posted and new services will be added during the academic year.

There is a lot of information presented on this page. Please take some time to familiarize yourself with what is available and remember to check back often for new information.

Click the button below to register in courses or check your time to register.

**Register in Courses**

**Important Stuff to Check Out**

- [Lookup Student Account Information](#)
- [Look at current fee schedule](#)
- Your personalized [class schedule](#) and [exam schedule](#)
- [Confirmation of Enrollment Letter](#)
- [Timetable](#)
- [Application for Degree/diploma](#)
- [Academic Integrity Policy](#)

**Calendar** [more...](#)

**APRIL**

Tue. 5 University Senate meeting 7:30 p.m.  
Wed. 6 Last day of classes  
Mon. 11 Final examinations begin  
Thu. 21 Last day of examinations  
Fri. 22 Good Friday, no classes  
Mon. 25 Professors to submit final grades by 9:00 a.m. for graduation candidates  
Tue. 26 Spring classes begin  
Fri. 29 Spring Convocation list published

**MAY**

Sun. 1 Spring Convocation  
Mon. 2 Professors to submit final grades for returning students by 9:00 a.m.

6. Select the 'Reset Original Password' at the bottom left side of the page

All students are required to check their StFX email accounts on a regular basis and keep the inbox open for deliveries by deleting unnecessary emails and changing passwords as required. All information coming from the Program Office, as well as other university offices will be sent to your StFX email account only. If you are unable to access your StFX email account, please contact the Technology Support Group at [tsg@stfx.a](mailto:tsg@stfx.a) or phone (902) 876-2356 or toll free at 1-888-560-2356.

## COURSE REGISTRATION INFORMATION

The following course registration information is for undergraduate, Post RN, and Graduate Studies in Education. For all other programs, please see specific program information for course registration information.

Advanced registration required: When you have successfully met admission requirements to StFX, you will receive a letter of acceptance from the Admissions Office which contains your StFX ID number. In this letter you are asked to call the Continuing & Distance Education Office (1-877-867-3906) to register for your first course. At this time please ask us for your PIN letter to be forwarded to you. This letter will allow you to, among other things, register for future courses online. Continuing students should follow online course registration directions as indicated to follow.

Those who wish to take a course at StFX for credit at another institution must present a letter of permission from their home institution.

## Check your registration times /dates

Students who have been admitted as new non-degree undergraduate students to StFX will be sent a letter from the Admissions Office advising them to contact Continuing & Distance Education to register for their first course. Continuing students are requested to view registration information at:

<http://www.mystfx.ca/services/registrar/timetable/timetableblocks.htm>.

## HOW TO REGISTER FOR A COURSE

Students are required to register for all their own courses with exceptions. To register, you must have your 'PIN Letter' which contains your StFX student ID and your 6-digit numeric password. If you are a new student and have not received your PIN letter or if you a returning student having difficulties with our registration process, please contact our Program Office at (902) 867-3906 / 2372 or toll free at 1-877-867-3906.

Please note the link below that will bring you to our registration tutorial. This tutorial will guide you through the registration process step-by-step with screen shots that will help ensure that you are on the right track.

1. Select the following link <http://www.mystfx.ca/services/registrar/SelfService.htm>
2. Click on 'Log into mesAMIS,' entering your student ID and your 6-digit numeric PIN

The screenshot shows the StFX University website. The top navigation bar includes links for Home, Prospective Students, Current Students, Parents, Faculty & Staff, Alumni, Coady, and Hospitality Services. The left sidebar contains a list of links, with 'Web Registration Tutorial' highlighted in purple. The main content area is titled 'Info and mesAMIS Login' and features a 'Log into mesAMIS' button. Below the button, contact information for the Registrar's Office and Continuing and Distance Education is provided. A red arrow points from the 'Log into mesAMIS' button to the text 'Log into mesAMIS' in the instructions. Another red arrow points from a text box 'Note the web registration tutorial link' to the 'Web Registration Tutorial' link in the left sidebar.

3. Select the Registration link and then enter your student ID and your 6-digit numeric PIN once again
4. Click on the 'Student Services' tab
5. Select 'Registration' emphasized by the colour purple
6. Select the appropriate term, i.e., Full Academic Year 2011-2012, or Spring 2012 or Summer 2012
7. Select Add/Drop Classes
8. Input the CRN(s) (Course Reference Number) into the field(s) at the bottom of the page
9. Once CRNs are entered, click the 'Submit Changes' at the bottom of the screen

When registering online, please ensure that you print a copy of your 'myGrades' report which will include any current registration you have in our system. If you do not see any current registration, please contact our Program Office for assistance as this may suggest you have encountered technical difficulties. The 'myGrades' link can be accessed through your personalized mesAMIS accessed via the right side of Banner @ X Portal or accessible via the following web link: <https://mesamis.stfx.ca/reports/default.htm>.

**NOTE:** You may not see the tuition charges immediately on your StFX financial details. If you see the course listing on your myGrades report as 'IP' (In Progress) you have registered successfully.

It is the responsibility of students to know their respective degree patterns; for our Masters of Education students who want to ensure they are following the right program pattern, please email [med@stfx.ca](mailto:med@stfx.ca); for our Distance Nursing students please email [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca); and for undergraduate degree pattern inquiries please email [advising@stfx.ca](mailto:advising@stfx.ca).

## **COURSE REGISTRATION INFORMATION FOR MASTER OF EDUCATION STUDENTS**

The following course registration information is for Graduate Studies in Education. For all other programs, please see specific program information on the applicable web pages or contact our Registrar's Office; contact information located within the following link: <http://www.mystfx.ca/services/registrar/>.

For all new students in the Master of Education Program, registration for your first two required courses (EDUC 505 and 534) will be done for you by the Program Office. These courses are the two core courses that you will take the summer following your acceptance into our program. Remaining course registration will be done by you. The Program Office will be available to you should you encounter any difficulties with the process. Note: Registration for EDUC 543, 590, 593, and 599 is also done through the Program Office.

## **COURSE DROP AND REFUND**

A student wishing to drop a course should immediately log onto the StFX registration portal and drop the course.

- For assistance with our undergraduate distance courses please contact [continuinged@stfx.ca](mailto:continuinged@stfx.ca) or call toll free at 1-877-867-3906.
- For assistance with dropping a distance nursing course please contact [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca) or call toll free 1-800-565-4371.
- For assistance with dropping a Master of Education course please contact [med@stfx.ca](mailto:med@stfx.ca) or call toll free 1-877-867-3906.
- For all other on campus undergraduate courses please contact [registr@stfx.ca](mailto:registr@stfx.ca) or call (902) 867-2160.

Refunds are prorated based on the date formal notification is received from the student. Notification to the instructor does not constitute a formal drop; students must notify the appropriate office on campus as noted above. An additional administration fee of \$100 will be applied to Master of Education students dropping courses within two weeks of the course start date.

## **REGISTRATION DEADLINES**

August 19	Master of Education courses
August 26	Undergraduate courses online

## TUITION FEES FOR PART-TIME STUDENTS

### **Nova Scotia Students:**

\$581.70\* per 3-credit course (\$710 less applicable Tuition Bursary)

\$1,163.40\* per 6-credit course (\$1,420 less applicable Tuition Bursary)

### **Non-Nova Scotia Students:**

\$683.91\* per 3-credit course (\$710 less applicable Tuition Bursary)

\$1,367.82\* per 6-credit course (\$1,420 less applicable Tuition Bursary)

### **International Students:**

\$1,385\* per 3-credit course (\$710 plus International Fee \$675)

\$2,770\* per 6-credit course (\$1,420 plus International Fee \$1350)

\*Amounts include information and technology fees and are subject to change by the StFX Board of Governors.

Auditing charges are in each instance one-half the regular fee. Only courses without a laboratory component or hands-on component may be audited. There is no tuition fee for senior citizens 65 years of age and older enrolled in credit courses. Proof of age is required.

## STUDENT UNION FEES

Please see the *StFX Academic Calendar* section 2.1.4 for further information. Please note the calendar link:

<http://www.mystfx.ca/services/registrar/calendar/> for your ease. Additionally, its Table of Contents is hyperlinked to take you directly to the section you wish to reference.

## PAYMENT OPTIONS

All tuition fee payments are due the day before the course begins. All payment or receipt inquiries are to be addressed to the StFX Business Office at (902) 867-2123. The preferred payment option is paying online through your StFX student account. You are able to obtain a print copy of your receipt. As of September 30, 2010, the University has discontinued the use of credit cards for payment of tuition fees. Your University online bank account number is your StFX student ID number. Cheques are to be made payable to St. Francis Xavier University and should include your student ID number on the back of your cheque.

### **Checking your account balance and making a making a payment on your account:**

1. Go to the StFX student home page (<http://www.mystfx.ca/students/>)
2. Select BANNER/mesAMIS
3. Select the 'STUDENTS' link on the right side of the page under mesAMIS Login
4. From your homepage under 'Important Stuff to Check Out' select 'Lookup Student Account Information'
5. For student account inquiries, please contact the StFX Business Office directly at (902) 867-2123

## COURSE CANCELLATION

The university reserves the right to cancel any courses for which there is insufficient advance registration. Normally, a minimum of 12 students is required to retain a course on the schedule. If it becomes necessary to cancel any course, students will be notified via their StFX email account.

## RECEIPTS

T2202As for income tax purposes are available at the Banner/mesAMIS portal at the end of February each year. The following link will bring you directly to the page displayed in the image below:  
<https://mesamis.stfx.ca/reports/default.htm>



**Tuition Tax Receipt Instructions**

**BANNER Self Service**

**FACULTY**

- Enter Grades
- Enter Override

**STUDENTS**

- Register For Courses
- Web Registration Tutorial

**mesAMIS Login**

**FACULTY**

- Class Lists
- Enrollment Stats
- Transcripts, etc.

**STUDENTS**

- Important Notices
- View / Print ...
- Grades
- Transcripts
- Exam Schedules
- Online Forms
- View/Update Address
- Enter Off Campus Address

**STAFF**

- Corporate Information Reports

Receipts for other purposes may be obtained by calling the StFX Business Office at (902) 867-2123.

## ACADEMIC REGULATIONS

For information on evaluation procedures and minimum grades consult the *StFX Academic Calendar* online at <http://www.mystfx.ca/services/registrar/calendar/>.

## ACADEMIC COUNSELLING

- Undergraduate students requiring academic counseling are asked to contact our Academic Advising office at (902) 863-3300 or email [advising@stfx.ca](mailto:advising@stfx.ca).
- Distance Nursing students please call Continuing & Distance Education at (902) 867-5186 or toll free at 1-800-588-2246 or email [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca).
- Master of Education students please call (902) 867-3906 or toll free at 1-877-867-3906 or email [med@stfx.ca](mailto:med@stfx.ca).

**IMPORTANT:** If you are not sure what courses fit your degree pattern it is vital that you call the appropriate office as indicated above for academic guidance.

## STUDENT ID CARDS

Student photo identification cards are available to all students. Your ID card may be obtained by visiting the Residence Office which is located at the back of Morrison Hall, ground level. The Residence Office is open Monday to Friday from 9:00 am to 4:30 pm. You can call them at (902) 867-2473. You must know your StFX student ID number to obtain your ID card.

## STUDY AWARDS

### STUDY AWARDS FOR PART-TIME UNDERGRADUATE STUDENTS

Up to 10 awards of \$500 will be granted each year. Each award will be offered by StFX Continuing & Distance Education to part-time students registered in undergraduate courses. The candidates must meet the following criteria:

- A. Be a part-time undergraduate student (maximum 15 credits / minimum 3 credits per academic year)
- B. Demonstrated a financial need by submitting a written personal statement
- C. Have demonstrated high scholastic standing in previously completed StFX courses

Deadline to apply for award is November 15 and February 15 of each year. Application forms can be found at <http://www.mystfx.ca/academic/continuinged/Undergrad-study.html>

### STUDY AWARDS FOR PART-TIME POST RN BScN STUDENTS

The Distance Nursing BScN program study award is available to students enrolled in part time post RN BScN distance nursing courses at StFX. This award is meant to provide financial assistance and to encourage nurses to continue professional development through the attainment of new knowledge and skills. It recognizes students' commitment to pursuing higher education in nursing and dedication to their program of study. The number of awards may vary each year. This year, 10 awards of \$500 are available. Successful applicants will have met the following criteria:

- A. Actively enrolled in BScN program
- B. Have completed a minimum of 12 credits of BScN requirements
- C. Demonstrated a financial need by submitting a written personal statement
- D. Maintained high academic standing in completed courses.

Deadline for applications is November 30. Application forms can be located through the following link: <http://www.mystfx.ca/academic/continuinged/Nursing-Awards.html>

### STUDY AWARDS FOR MASTER OF EDUCATION STUDENTS

A limited number of \$500 study awards will be granted each year to current students in good standing in the Master of Education program. Deadlines for application for each academic year are November 15 and February 15. Application forms can be located through the following link:

<http://www.mystfx.ca/academic/continuinged/pdf/departments/graduate/med-study-award-form.pdf>

## X-RING

Undergraduate students in good academic standing at the beginning of their final year of taking courses may be eligible to apply for the University's X-ring. The following link details the X-ring Eligibility Criteria Policy for all potentially eligible students in various programs at StFX: <http://www.mystfx.ca/pdfs/x-ring-policy-current.pdf>. For X-ring-related questions or comments please contact the Student Union Office at (902) 867-2495.

## GRADUATION: APPLICATION FOR DEGREE AND DIPLOMA

Students in their graduation year **MUST** apply in order to be considered a candidate for the applicable convocation ceremony. The deadline to apply for Fall convocation is July 15 and the deadline to apply for Spring convocation is October 15. Applications to apply for convocation can be located through your personalized mesAMIS portal. There are no fees associated with this application.

It is important to note that no student will be considered a candidate for any particular convocation ceremony without an application. The application form is submitted electronically to our Registrar's Office. The Office of the Registrar will maintain the candidacy list for both convocation ceremonies. Any questions or concerns regarding the application process can be emailed to [registr@stfx.ca](mailto:registr@stfx.ca) or by phoning (902) 867-2160.

The screenshot shows the WebFX mesAMIS portal interface. At the top left is the WebFX mesAMIS logo. At the top right, it says 'StFX | Students' Union | Webmail'. Below the logo is a navigation bar with links: 'Who's@X', 'myGrades', 'myGPA', 'myExams', 'myClasses', 'myAccounts', 'myPrinting', and 'myCallingCard'. On the left side, there are three main sections: 'Notices' with a link to 'Correspondence', 'DCB' with a link to 'Additional DCB', and 'Online Forms' with several links including 'Application for Degree/Diploma'. A red arrow points from the 'Application for Degree/Diploma' link in the 'Online Forms' section to the 'Application for Degree/diploma' link in the 'Important Stuff to Check Out' section. In the center, there is a 'Welcome' message and a 'Register in Courses' button. Below the button are two columns: 'Important Stuff to Check Out' with a bulleted list of links, and 'Calendar' with a list of dates and events for April and May.

StFX | Students' Union | Webmail

**WebFX**  
mesAMIS

Who's@X | myGrades | myGPA | myExams | myClasses | myAccounts | myPrinting | myCallingCard

**Notices**  
[Correspondence](#)

**DCB**  
[Additional DCB](#)

**Online Forms**  
[Address Change Procedure](#)  
[Appeal an Academic Penalty](#)  
[Appeal a Grade](#)  
[Application for Degree/Diploma](#)  
[Application for Late Addition of a Course](#)  
[Application for an Overload \(Extra Course\)](#)  
[Application for Override](#)  
[Application to Change Program](#)  
[Confirmation of Enrollment](#)  
[Letter of Permission](#)  
[Notice of Withdrawal Form](#)

**Welcome**  
You are encouraged to visit here often, as notices will be posted and new services will be added during the academic year.

There is a lot of information presented on this page. Please take some time to familiarize yourself with what is available and remember to check back often for new information.

Click the button below to register in courses or check your time to register.

**Register in Courses**

**Important Stuff to Check Out**

- [Lookup Student Account Information](#)
- [Look at current fee schedule](#)
- Your personalized [class schedule](#) and [exam schedule](#)
- [Confirmation of Enrollment Letter](#)
- [Timetable](#)
- [Application for Degree/diploma](#)
- [Academic Integrity Policy](#)

**Calendar** [more...](#)

**APRIL**

Tue. 5 University Senate meeting 7:30 p.m.  
Wed. 6 Last day of classes  
Mon. 11 Final examinations begin  
Thu. 21 Last day of examinations  
Fri. 22 Good Friday, no classes  
Mon. 25 Professors to submit final grades by 9:00 a.m. for graduation candidates  
Tue. 26 Spring classes begin  
Fri. 29 Spring Convocation list published

**MAY**

Sun. 1 Spring Convocation  
Mon. 2 Professors to submit final grades for returning students by 9:00 a.m.

## UNDERGRADUATE COURSES

CRN = Course Reference Number

### ANTIGONISH (ON CAMPUS)

For a tentative listing of day and evening classes on the university campus, please refer to the following website:  
<http://www.mystfx.ca/services/registrar/timetable.htm>.

### ONLINE (DISTANCE)

COURSE	DATES	DESCRIPTION
<b>ART 141.66</b> <b>History of Art I</b>  <b>CRN 48966</b>  <b>L. Quigley</b>	January 9 – April 6, 2012	This course is a survey of the visual arts in the western world from prehistoric cave paintings to the great Gothic cathedrals of the late Middle Ages. This will include the art of the ancient world—Egypt, Greece and Rome—as well as Byzantine, Islamic, and European art of the Medieval period. Three credits.
<b>BIOL 220.66</b> <b>Selected Topics in Biology</b>  <b>CRN 48976</b>  <b>V. Karunakaran</b>	September 12, 2011 – April 6, 2012	This course is for non-science students who are interested in understanding biological concepts. The course deals with “how scientific principles are established” and illustrates this by discussing selected topics of biological and human interest. Topics include: evolution and population, diabetes, homeostasis, HIV and vaccines, antibiotic resistance, and cancer. Six credits.
<b>PSCI 345.66</b> <b>Women and Politics</b>  <b>CRN 48968</b>  <b>L. Stan</b>	September 12 – December 2, 2011	This course is an introduction to the study of women and politics and to the contemporary feminist debates and dilemmas that relate to the subject. The course is comprised of three main elements: 1) feminist studies and political science, 2) women and formal politics, and 3) women’s status around the world. Topics include the varieties of feminist political thought in the Western political tradition, the evolution and politics of the women’s movement, women’s participation in political parties and legislatures in selected countries, women and work, and the situation of women in African and predominantly Muslim countries. The course includes key dimensions of political science: comparative politics, public policy, Canadian politics, and political theory. Cross-listed as WMGS 345. Three credits.
<b>PSCI 395.66</b> <b>Mexican Politics</b>  <b>CRN 48971</b>  <b>Y. Grenier</b>	January 9 – April 6, 2012	This course looks at Mexico’s distinct political tradition. It presents and discusses Mexico’s main political actors (i.e., political parties, groups, social movements) and institutions (i.e., democratic, republican, federal, presidential), and examines the political challenges of democratization and liberalization. <b>Prerequisite:</b> PSCI 210 recommended. Three credits.
<b>PSYC 100.66</b> <b>Introduction to Psychology</b>  <b>CRN 48970</b>  <b>Z. Hayes</b>	September 12, 2011 – April 6, 2012	This course is a survey of the major topics of psychology as well as an introduction to the methodology of psychological research. PSYC 100 is a <b>prerequisite</b> for all other courses in psychology except PSYC 291, 292, and 390. Six credits.

COURSE	DATES	DESCRIPTION
<p><b>PSYC 385.66</b>  <b>Selected Topics: Cultural Psychology</b></p> <p><b>CRN 48977</b></p> <p><b>T. Callaghan</b></p>	<p>September 12 –  December 2, 2011</p>	<p>The question of how culture influences human behaviour and mind will be explored. For many years research and theory in psychology have been based on studies conducted primarily in Western technological societies. There is growing concern that the basic principles of the discipline may not apply in other cultural contexts. The course will consider the historical roots of studying culture in psychology and related disciplines; the socialization of infants and young children into the practices and routines of the culture; and evolutionary, developmental, and cultural influences on the building and maintaining of human relationships. Varieties of experiences and practices related to mental and physical health that exist in the cultures of the world will also be considered. The course will provide a comprehensive review of contemporary research findings and theoretical viewpoints as the many facets of this fast-growing discipline of psychology are explored. Three credits.</p>
<p><b>RELS 120.66</b>  <b>Religion, Spirituality, and Health</b></p> <p><b>CRN 48972</b></p> <p><b>R. Tekel</b></p>	<p>September 12, 2011 –  April 6, 2012</p>	<p>This is an introductory course which provides a thematic focus on spirituality, healing, and well-being in selected Eastern and Western religious traditions. Each unit of study will include an introduction to the tradition; explore spiritual paths pursued by its practitioners; examine characteristics of illness, healing, and well-being in the tradition; and explore one or more specific contemporary health concerns and healing practices which arise from within each religious tradition. Six credits.</p>
<p><b>SOCI 210.66</b>  <b>Sociology of Marriage and the Family</b></p> <p><b>CRN 48973</b></p> <p><b>H. Briggs</b></p>	<p>September 12, 2011 –  April 6, 2012</p>	<p>This course analyzes the institution of the family from a sociological perspective. Attention is given to macro and micro levels of analysis. Statistical profiles of family patterns are employed to illuminate change in family structure over the past century. Topics include marriage, fertility, parenting, family violence, divorce, and family policy. Cross-listed as WMGS 210. <b>Prerequisite:</b> SOCI 100. Six credits.</p>
<p><b>SOCI 250.66</b>  <b>Deviance and Social Control</b></p> <p><b>CRN 48975</b></p> <p><b>TBA</b></p>	<p>September 12, 2011 –  April 6, 2012</p>	<p>This course introduces students to the processes of deviance and social control by critically examining the social category of deviance and its use in social institutions and daily social practices. Topics include: mental illness; drug and alcohol use; alternative sexualities; social violence; business crime; the normalization of disability; and forms of social control such as the judicial system, law, medicine, education, and social interaction. <b>Prerequisite:</b> SOCI 100. Six credits.</p>
<p><b>WMGS 210.66</b>  <b>Sociology of Marriage and the Family</b></p> <p><b>CRN 48974</b></p> <p><b>H. Briggs</b></p>	<p>September 12, 2011 –  April 6, 2012</p>	<p>This course analyzes the institution of the family from a sociological perspective. Attention is given to macro and micro levels of analysis. Statistical profiles of family patterns are employed to illuminate change in family structure over the past century. Topics include marriage, fertility, parenting, family violence, divorce, and family policy. Cross-listed as SOCI 210. <b>Prerequisite:</b> SOCI 100. Six credits.</p>

COURSE	DATES	DESCRIPTION
<b>WMGS 345.66</b> <b>Women and Politics</b>  <b>CRN 48969</b>  <b>L. Stan</b>	September 12 – December 2, 2011	This course is an introduction to the study of women and politics and to the contemporary feminist debates and dilemmas that relate to the subject. The course is comprised of three main elements: 1) feminist studies and political science, 2) women and formal politics, and 3) women’s status around the world. Topics include the varieties of feminist political thought in the Western political tradition, the evolution and politics of women’s movement, women’s participation in political parties and legislatures in selected countries, women and work, and the situation of women in African and predominantly Muslim countries. The course includes key dimensions of political science: comparative politics, public policy, Canadian politics, and political theory. Cross listed as PSCI 345. Three credits.

## POST RN PROGRAMS BY DISTANCE

### POST RN BACHELOR OF SCIENCE IN NURSING (DISTANCE)

Registered nurses can complete their degree through distance education while living and working in their own communities. Explore the learning experience through print-based materials and computer technologies. The 63-credit curriculum is designed around core nursing competencies with flexibility that allows students to select courses meeting professional interests and practical needs.

A current RN Registration is required for all distance nursing programs.

### PART TIME POST RN CERTIFICATE PROGRAMS

St. Francis Xavier University is pleased to offer certificate programs in clinical specialty areas to Post RN students through distance education. Designed specifically for practicing nurses, these courses enable nurses to develop a stronger theory base, enhance their nursing practice, and address health care needs across nursing practice and life continuums.

Each course is transferable into the StFX Bachelor of Science in Nursing program and a certificate of completion is awarded upon successful completion of all required courses. Each certificate program is comprised of four required courses valued at 3 credits each, totaling 12 credits overall.

### CERTIFICATE IN CONTINUING CARE

This program is designed to prepare registered nurses to move into the area of home health care area. This program enables nurses to move from acute care to home health care and expand their professional competencies and knowledge.

The core curriculum includes the following courses:

- N115: Health Teaching and Learning
- N135: Contemporary Issues in Nursing
- N205: Community Health Nursing
- N425: Comprehensive Health Assessment

## CERTIFICATE IN GERONTOLOGICAL NURSING

This program is designed to prepare registered nurses to deliver holistic, effective care to older adults. Developing knowledge and practical skills enables nurses to address comprehensive needs of older client population, identifying strengths as well as professional care needs.

The core curriculum includes the following courses:

N115: Health Teaching and Learning

N245: Aging and the Older Adult

N425: Comprehensive Health Assessment

N488: Challenges in Aging: Implications for Nursing

### Information / Registration:

Distance Nursing Programs

Continuing & Distance Education

St. Francis Xavier University

PO Box 5000

Antigonish, NS B2G 2W5

Toll free: 1-800-565-4371 or 1-800-588-2246

Email: [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca)

<http://www.mystfx.ca/academic/continuinged/Nursing.html>

### DISTANCE NURSING FALL/WINTER SCHEDULE

COURSE	DATES	DESCRIPTION
<b>BIOL 251.77</b> <b>Human Anatomy and Physiology I</b>  <b>CRN 48998</b> <b>Lab CRN 48992</b>  <b>V. Karunakaran</b>	September 6 – November 11, 2011  Print-based	Using an integrated approach to the study of the integumentary, skeletal, muscular, nervous, and endocrine systems, this course provides students with a comprehensive working knowledge of the anatomy and physiology of these systems. Three credits.
<b>BIOL 252.77</b> <b>Human Anatomy and Physiology II</b>  <b>CRN 49015</b> <b>Lab CRN 49018</b>  <b>V. Karunakaran</b>	January 2 – March 16, 2012  Print-based	As an integrated study of the cardiovascular, respiratory, urinary, reproductive, and digestive systems, this course provides students with a comprehensive working knowledge of the anatomy and physiology of these systems. <b>Prerequisite:</b> BIOL 251. Three credits.
<b>CHEM 150D.77</b> <b>General &amp; Biological Chemistry</b>  <b>CRN 48991</b> <b>Lab CRN 48992</b>  <b>M. Aquino</b>	September 6, 2011 – March 23, 2012  Print-based	Topics include basic concepts of general chemistry, an introduction to organic nomenclature and the reactivity of functional groups, and coverage of the fundamentals of biological chemistry. Six credits.

<b>COURSE</b>	<b>DATES</b>	<b>DESCRIPTION</b>
<b>DNUR 115.77</b> <b>Health Teaching and Learning</b>  <b>CRN 49003</b>  <b>D. Vandewater</b>	November 14, 2011 – January 27, 2012  Print-based	In contrast to health protection and illness prevention, health promotion is a broad and holistic concept. This course explores the concept of health promotion; the nurse's role in health promotion; the teaching-learning process; population health; social action and justice; and the socio-cultural, economic, and political factors that influence health and health behaviour. Three credits.
<b>DNUR 135.77</b> <b>Contemporary Issues in Nursing</b>  <b>CRN 48993</b>  <b>A. Gillis</b>	September 6 – November 11, 2011  Print-based	The foundation for all subsequent nursing courses, this course explores the evolution of nursing as a profession, including its theoretical and philosophical bases. Topics include Orem's self-care theory, legal and ethical issues, health care reform, the image of professional nursing, and changing health care priorities. Three credits.
<b>DNUR 201.77</b> <b>Community Mental Health Nursing I</b>  <b>CRN 48994</b>  <b>A. Chisholm</b>	September 6 – November 11, 2011  Print-based	This course introduces the application of mental health nursing principles to specific clinical disorders. A subsequent elective course, DNUR 202, builds on the foundations explored in this course. Practice component. Three credits.
<b>DNUR 205.77</b> <b>Community Health Nursing</b>  <b>CRN 49009</b>  <b>M. MacLellan</b>	January 30 – April 6, 2012  Online	This course explores the role of the community health nurse in the context of a changing health care system. Topics include population health, primary health care, community assessment, epidemiology and demography, environment and ecology, cultural competence, ethics, and community-as-partner. Three credits.
<b>DNUR 300.77</b> <b>Research Methods</b>  <b>CRN 49001</b> <b>Lab CRN 49002</b>  <b>A. Gillis</b>	November 14, 2011 – April 6, 2012  Print-based	This course introduces students to research methods used in nursing science. Topics include conducting and appraising research; concepts of research design, implementation, analysis, and interpretation; descriptive and inferential statistics; quantitative and qualitative research design; and research ethics and biases. Six credits.
<b>DNUR 330.77</b> <b>Legal and Ethical Issues in Nursing</b>  <b>CRN 49004</b>  <b>A. Belardo</b>	November 14, 2011 – April 6, 2012  Print-based	This course examines the moral and ethical implications of various practices in the field of health care as they affect human life and the basic dignity of the person. This course also explores the moral, ethical, legal, and theological issues raised by recent developments in the life sciences. Cross-listed as RELS 300. Six credits.
<b>DNUR 415.77</b> <b>Nursing of Adults II</b>  <b>CRN 48995</b>  <b>C. MacDonald</b>	September 6 – November 11, 2011  Print-based	This is a theoretical and practice-based course exploring chronic health issues related to diseases of the nervous, endocrine, and sensory systems, among others. In a primary, secondary, or tertiary setting, students will deliver comprehensive medical or surgical nursing care to adults at risk for or experiencing a complex health problem. Leadership practice component. Three credits.

COURSE	DATES	DESCRIPTION
<b>DNUR 425.77</b> <b>Comprehensive Health Assessment</b>  <b>CRN 49010</b>  <b>M. MacNeil</b>	January 30 – April 6, 2012  Print-based	This theory and practice course focuses on a systematic assessment of the well adult. Students will incorporate health history and physical examination of body systems in identifying self-care requisites for a diverse population. Three credits.
<b>DNUR 473.77</b> <b>Basic Concepts of Pathophysiology</b>  <b>CRN 49013</b>  <b>B. Seplaki</b>	January 4 – March 16, 2012  Online	This course provides the student with an understanding of basic concepts of pathophysiology. Special emphasis is given to these processes as they affect and are re-affected by the aging process. <b>Prerequisites:</b> BIOL 105, 115, 251, 252; CHEM 150 recommended. Three credits.
<b>DNUR 483.77</b> <b>Hospice Palliative Care Nursing</b>  <b>CRN 49011</b>  <b>D. Vandewater</b>	January 4 – March 16, 2012  Online	This course provides an overview of theories, current practices, and relevant issues in the field of palliative care, with a focus on the nurse's role. In line with the philosophy of nursing at StFX, students will explore concepts of self-care and health promotion as they relate to quality of life issues. Three credits.
<b>DNUR 488.77</b> <b>Challenges in Aging: Implications for Nursing</b>  <b>CRN 48996</b>  <b>B. Seplaki</b>	September 12 – November 18, 2011  Online	Using nursing and sociological perspectives on aging, students will explore holistic care of the older client, including current gerontological issues and trends and their implications for nursing. This course has an integrated nursing practice component. This course may be used as an open or NURS elective by third or fourth-year BScN students. Three credits.
<b>DNUR 490.77</b> <b>Forensic Nursing</b>  <b>CRN 49006</b>  <b>S. Wilson</b>	November 14, 2011 – April 6, 2012  Online	Forensic nursing refers to the application of nursing science and knowledge to legal proceedings. This course will examine the application of nursing science to the investigation and treatment of trauma, death, violent or criminal activity, and traumatic accidents within the clinical or community institution. Patient populations to be considered include victims of sexual assault; elder, child, and spousal abuse; unexplained or accidental death; trauma and assault; as well as the perpetrators of these and other criminal activities. Six credits.
<b>DNUR 494.77</b> <b>Leadership and Management in Nursing</b>  <b>CRN 49000</b>  <b>A. Gillis</b>	November 14, 2011 – January 27, 2012  Print-based	This course is an examination of nursing leadership theories and management models and their relationship to client care. The course explores the changing roles and expectations for registered nurses as leaders in the health care system. Three credits.

# GRADUATE STUDIES IN EDUCATION: MASTER OF EDUCATION

## PROGRAM DESCRIPTION

For regular admission to the Master of Education program, candidates shall normally have:

- a. Completed a Bachelor of Education degree or its equivalent;
- b. Earned an average of at least 70% in the BEd program or have placed in the top 25% of their BEd graduating class; and
- c. Completed at least two years of successful teaching before enrolling in the first graduate course.

Considerable weight will also be given to the references supplied by the applicant and to successful teaching experience.

Individuals who do not possess a Bachelor of Education degree will normally be considered when they have:

- a. Gained a teaching license equivalent to a Nova Scotia Initial Certificate (TC5) or have been employed in a teaching capacity for at least two years in a professional school or post-secondary institution; and
- b. Met all other admission conditions.

Meeting the minimum admission requirements does not ensure acceptance into the program. Decisions of the MEd Admissions Committee are final. Applications will be considered on February 15 of each year for study beginning in July of the same year. You are responsible to check with the StFX Admissions Office (902-867-2219) before February 15 to make sure your transcripts and reference letters have arrived. Incomplete files will not be considered for admission.

## PROGRAM OVERVIEW

The Master of Education program is grounded in two main purposes: to provide a space for student to understand their professional knowledge and to make meaningful links among this knowledge and the conceptual and theoretical knowledge of educational research.

StFX offers a MEd degree with specialization in Educational Leadership and Administration, or in Curriculum and Instruction. Students must complete the specified core courses and choose electives appropriate to their interests.

There are three options by which a student may complete the requirements for the MEd: a thesis route, a project route, or a course-based route. Students who choose the thesis route must complete 24 credits in graduate education courses and a 12-credit thesis. Students who choose the project route must complete 30 credits in graduate education courses and a 6-credit project. Students following the course-based route are required to complete 36 credits in graduate education courses.

The degree fulfills the requirements of the Nova Scotia Department of Education for an increase in level of teacher certification. Graduate courses in Education are offered as fall, winter, spring, and summer courses in locations around the province and online.

Candidates for the MEd are normally required to take EDUC 534 and EDUC 505 as their first two courses on the StFX campus in Antigonish during the summer session immediately after being accepted into the program. EDUC 505 is a prerequisite for EDUC 506, EDUC 507, and EDUC 508. Normally, EDUC 506, EDUC 507, or EDUC 508 is taken after core courses are completed. EDUC 506 or 507 is required for the thesis and project route; EDUC 508 is required for the course-based route.

## EDUCATIONAL LEADERSHIP AND ADMINISTRATION STREAM

### First Summer:

534	Introduction to the Foundations of Education	3 credits
505	Introduction to Educational Research	3 credits

### Educational Leadership and Administration Core Courses (to be taken prior to final research course):

561	Leadership and Administrative Theories	3 credits
533	Dynamics of Change	3 credits
573	Professional Development and Supervision	3 credits

### Final Research Course:

506	Quantitative Research Methods in Education or	3 credits
507	Qualitative Research Methods in Education or	3 credits
508	Critical Research Literacy in Education	3 credits

**Electives:** See course-based, project or thesis routes below

## EDUCATIONAL LEADERSHIP AND ADMINISTRATION STREAM (WITH AN INSTRUCTIONAL LEADERSHIP FOCUS)

While this degree is Educational Leadership and Administration, the following courses, indicated with an asterisk,\* enable graduate students to focus upon Instructional Leadership in the degree. At least three of these courses will be offered each year.

### First Summer:

534	Introduction to the Foundations of Education	3 credits
505	Introduction to Educational Research	3 credits

### Instructional Leadership Core Courses (to be taken prior to final research course):

529*	School and Teaching Effectiveness: Teaching for Learning	3 credits
569*	Assessment for Learning	3 credits
561	Leadership and Administrative Theories: Focus on Instructional Leadership	3 credits
573	Professional Development and Supervision: Focus on Supervision of Instruction	3 credits
533	Dynamics of Change: Focus on Leading Improvement of Teaching and Learning	3 credits
501*	School Data Management: Using Data for School Improvement	3 credits
544*	Cross-cultural Issues: Focus on Families and Communities	3 credits
571*	Specific Issues in School Administration: Focus on Professional Learning Communities	3 credits
543*	Internship: Mentorship in Instructional Leadership	3 credits

### Final Research Course:

508	Critical Research Literacy in Education	3 credits
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## EDUCATIONAL CURRICULUM AND INSTRUCTION STREAM

### First Summer:

534	Introduction to the Foundations of Education	3 credits
505	Introduction to Educational Research	3 credits

### Curriculum and Instruction Core Courses to be taken prior to final research course:

527	Principles of Learning	3 credits
532	Curriculum Theory	3 credits
536	Program Development	3 credits

### Final Research Course:

506	Quantitative Research Methods in Education or	3 credits
507	Qualitative Research Methods in Education or	3 credits
508	Critical Research Literacy in Education	3 credits

**Electives:** See course-based, project, or thesis routes below

## COURSE-BASED, PROJECT, OR THESIS

Master of Education degrees in Educational Leadership and Administration and in Curriculum and Instruction are available through the following routes:

### Course-based Route:

Core Courses	18 credits
Electives	18 credits

or

### Project-based Route:

Core Courses	18 credits
Electives	12 credits
590 – Project	6 credits

or

### Thesis Route:

Core Courses	18 credits
Electives	6 credits
599 – Thesis	12 credits

Project and Thesis students have the opportunity to enroll in EDUC 593 (Directed Study) as one of their electives.

Electives are to be selected from the graduate courses offered in Education. No substitution or transfer of credit will normally be allowed in core courses.

Graduate courses which may be taken for credit towards a Master of Education degree are listed in the *Academic Calendar* at <http://www.mystfx.ca/services/registrar/pdfs/AcademicCalendar2011-2012.pdf>

Not all courses are offered each year.

Normally only students who have been accepted into the StFX Master of Education Program are eligible to enroll in graduate education courses offered through St. Francis Xavier University. Graduate students in good standing from a graduate program at another university may also apply to take up to 12 credits of MEd courses at StFX. A letter of permission from the student's current university must be supplied. For further information contact the Continuing & Distance Education Department toll free at 1-877- 867-3906 or email [med@stfx.ca](mailto:med@stfx.ca).

## **INTERNATIONAL STUDENTS**

Qualified international students are encouraged to apply for full-time graduate studies in the Master of Education Program. Prospective students should plan to be at StFX for a minimum of 13 months (July 1 – July 30 of the following year). International students are encouraged to arrange their travel plans to arrive at StFX by the first of July. For further information on international students, please see: <http://www.mystfx.ca/services/international-student-office/>

## **INTERNATIONAL STUDENT HANDBOOK**

See <http://www.mystfx.ca/services/international-student-office/pdfs/handbook.pdf>. Although this publication is directed toward full-time undergraduate students, it contains valuable information for graduate students as well. The main difference is students in the Master of Education Program must plan their arrival on campus for July 1 not September 1 as indicated in the *Handbook*.

## **COHORTS**

In partnership with various Nova Scotia school boards, the StFX Faculty of Education offers Master of Education cohorts in program areas of identified need. These cohorts provide groups of teachers with opportunities to pursue learning together as they build their capacity to provide leadership for the improvement of education within their school board. For further information, please call the Program Office at (902) 867-3906 or toll free at 1-877-867-3906.

## **FULL-TIME STUDY**

An increasing number of graduate students have opted for full-time study. Approximately 8–12 full-time graduate students participate in the program each year. The Faculty of Education wishes to encourage this option as it provides excellent opportunities for faculty and graduate students to learn and grow together as graduate students work alongside faculty in Bachelor of Education classes.

Full-time students have the opportunity to complete a course-based MEd over a 13-month period. Students working on a thesis or project may complete course requirements for the degree over the Summer, Fall, and Winter terms and begin their research. Although it is not necessary to know which route (thesis, project, or course-based) to take before beginning the program, students interested in the thesis or project as part of their full-time study arrangement should contact the Continuing & Distance Education Department for additional information. All students must begin their MEd program in July by taking two courses in the summer school term on the StFX campus immediately following their acceptance into the program.

- Students in the thesis and project routes will be assigned an advisor who will work closely with them in data collection and writing stages.
- Office space and study awards may be available for full-time graduate students.
- MEd courses may be offered in the late afternoon / evenings and on weekends. Students having a valid Nova Scotia teaching license have the option of applying to substitute teach in the community.

Application for admission to the full-time / part-time MEd program must be completed by the February 15 admission deadline. The full-time program runs from July to July inclusive.

## **PART-TIME STUDY**

The majority of Master of Education students are enrolled on a part-time basis. These students normally take one course per term. To accommodate educators who are working at school during the day, courses are usually scheduled in the evening or on weekends. Most part-time students can expect to finish a course-based program in about 2.5 years or less. Part-time thesis and project students will require a longer time frame and should discuss with their advisor an estimated completion date.

## **SUMMER SCHOOL REQUIREMENT**

As part of the Master of Education degree requirement students attend summer session on the StFX campus in Antigonish during July immediately following acceptance in to the program. This summer opportunity is an excellent beginning to the MEd program and one of the many reasons that our MEd program is graduate education students' program of choice. Summer courses offer the opportunity for students to meet and learn from and with educators from other school jurisdictions across the province, country, and other places around the world. Graduate students find this interaction provides excellent opportunities to share ideas that lead to innovation and creative development in their own professional learning contexts.

## **STFX EMAIL ACCOUNT**

Please check your StFX email account on a regular basis. All students are required to maintain their StFX email accounts by changing their password as required and ensuring their mailbox does not exceed its limit. All information coming from the Program Office and from other university departments will be sent to your StFX email account only. If you are unable to access your StFX email account, please contact our Technology Support Group at [tsg@stfx.ca](mailto:tsg@stfx.ca) or phone toll free at 1-888-860-2356 or (902) 867-2356.

The web link to the online application form for both full- and part-time applicants is:  
<http://www.mystfx.ca/pdfs/application-graduate-studies.pdf>

## **MASTER OF EDUCATION COURSE SCHEDULE 2011–2012**

F = Fall term (September – December)

W = Winter term (January – March)

S = Spring term (April – June)

Online registration is available to all Master of Education students from July 18 – September 9, 2011. You must register for Fall, Winter, and Spring courses at this time. Financial obligation to each registered course does not commence until the day prior to the official start of the class. Registration is on a first-come, first-served basis and is limited in all courses.

An administration fee of \$100 will be applied to students dropping courses within the two weeks prior to the course start date.

Students enrolled in online or blended courses are required to have a microphone (on-board or external) and speakers. Most courses will have an online component as indicated.

All 'blended' classes (combination of face-to-face and online) will begin with a face-to-face class.

Please check with your professor to confirm all class times and dates during your first class as changes may occur. All times given are in Atlantic Standard Time.

**ANTIGONISH**

Xavier Hall, St. Francis Xavier University

**\*Courses indicated with an asterisk (\*) will be available simultaneously face-to-face and online (via Collaborate, previously named ElluminateLive!). Students can choose to take the course in a face-to-face setting or online.**

COURSE	DATES	DESCRIPTION
<p><b>EDUC 529.10 (F)</b> <b>School and Teaching Effectiveness</b></p> <p>CRN 49048</p> <p><b>CANCELLED</b></p>	<p>Saturdays 9:00 am – 4:00 pm September 24, October 15, November 5</p> <p>Wednesdays (Collaborate) 4:00pm – 7:00pm October 5, 26 November 16 December 7</p>	<p>This course explores the place of the principal as facilitator of key aspects of effective school programming such as assessment for learning, the program planning process, and the enactment of the principles of learning.</p>
<p><b>*EDUC 536.10 (F)</b> <b>Program Development</b></p> <p>CRN 49033</p> <p>J. Tinkham</p>	<p>Tuesdays 4:00 pm – 7:00 pm</p> <p>September 13, 20, 27 October 4, 11, 18, 25 November 1, 8, 15, 22, 29</p> <p>Room: Xavier Hall 228B</p>	<p>Program development is investigated from the practitioner’s perspective using narrative inquiry to explore relationships among the four curriculum commonplaces of students, teacher, curriculum, and milieu.</p>
<p><b>*EDUC 561.10 (F)</b> <b>Leadership and Administrative Theories</b></p> <p>CRN 49034</p> <p>J. Tompkins</p> <p>SRSB Diversity Cohort: Leadership and Administration</p>	<p>Mondays 4:00 pm – 7:00 pm</p> <p>September 12, 19, 26 October 3, 17, 24, 31 November 7, 14, 21, 28</p> <p>Room: Xavier Hall 228A</p>	<p>This course is an introductory to theory, research, and practice in educational administration. Emphasis is placed on the evolutionary nature of administrative theory and its role in the operation of public education systems.</p>
<p><b>*EDUC 507.20 (W)</b> <b>Qualitative Research Methods in Education</b></p> <p>CRN 49035</p> <p>A. Murray-Orr</p>	<p>Tuesdays 4:00 pm – 7:00 pm</p> <p>January 10, 17, 24, 31 February 7, 14, 21, 28 March 6, 20, 27 April 3</p> <p>Room: Xavier Hall 328</p>	<p>This course explores current qualitative methodologies used in educational contexts. Students will explore the components of a research proposal and develop an understanding of methodologies such as phenomenology, ethnography, critical theory, narrative, and action research. Students will develop a qualitative research proposal. Normally EDUC 507 is for students pursuing a thesis or project. <b>Prerequisite:</b> EDUC 505.</p>
<p><b>*EDUC 520A.20 (W)</b> <b>Current Research in Instruction: English Language Arts</b></p> <p>CRN 49036</p> <p>J. Mitton</p> <p>SRSB Diversity Cohort: Curriculum and Instruction</p>	<p>Wednesdays 4:00 pm – 7:00 pm</p> <p>January 4, 11, 18, 25 February 1, 8, 15, 22, 29 March 7, 21, 28</p> <p>Room: Xavier Hall 328</p>	<p>A critical exploration of recent theories and research related to current issues in curriculum with a concentration on English Language Arts.</p>

COURSE	DATES	DESCRIPTION
<p><b>*EDUC 532.20 (W)</b> <b>Curriculum Theory</b></p> <p><b>CRN 49037</b></p> <p><b>L. Kearns</b></p>	<p>Mondays 4:00 pm – 7:00 pm</p> <p>January 9, 16, 23, 30 February 6, 13, 20, 27 March 5, 19, 26 April 2</p> <p>Room: Xavier Hall 328</p>	<p>In this course, the ideas of major curriculum theorists will be examined, and implications of each position for program development for schooling will be explored.</p>
<p><b>*EDUC 573.20 (W)</b> <b>Professional Development and Supervision</b></p> <p><b>CRN 49038</b></p> <p><b>E. Munroe</b></p>	<p>Thursdays 4:00 pm – 7:00 pm</p> <p>January 5, 12, 19, 26 February 2, 9, 16, 23 March 1, 8, 22, 29</p> <p>Room: Xavier Hall 228B</p>	<p>This course addresses the role of supervision in an instructional program, focusing on human resources and the professional development process for instructional and support staff.</p>
<p><b>*EDUC 527.30 (S)</b> <b>Principles of Learning</b></p> <p><b>CRN 14201</b></p> <p><b>C. Boulter</b></p>	<p>Tuesdays 4:30 pm – 7:30 pm</p> <p>April 3, 10, 17, 24 May 1, 8, 15, 22, 29 June 5 Plus 6 hours TBD</p> <p>Room: Xavier Hall</p>	<p>This course examines theories of learning and development and their implications for instruction. In addition to the general cognitive and behaviourist theories, the course will focus on the aspects of cognitive learning that are relevant to understanding the diversity of learners.</p>
<p><b>*EDUC 533.30 (S)</b> <b>Dynamics of Change</b></p> <p><b>CRN 14202</b></p> <p><b>R. Carreau</b></p> <p><b>SRSB Diversity Cohort: Leadership and Administration</b></p>	<p>Saturdays 9:00 am – 4:00 pm</p> <p>April 14 May 5, 26</p> <p>Thursdays 4:00 pm – 7:00 pm</p> <p>April 5, 19, 26 May 3, 10, 17</p> <p>Room: Xavier Hall</p>	<p>This course examines major concepts in the successful implementation of change. Students will learn to recognize and understand the ways in which change can have an impact on education.</p>
<p><b>EDUC 569.30 (S)</b> <b>Selected Topics in Education: Social Justice In and Out of the Classroom</b></p> <p><b>CANCELLED</b></p>	<p>Saturdays 9:00 am – 4:00 pm</p> <p>April 14 May 5 June 2</p> <p>Mondays 6:00 pm – 9:00 pm (Collaborate)</p> <p>April 16, 23, 30 May 7, 14, 28</p>	<p>This course will focus on the complex issues surrounding creating a socially-just classroom and teaching practice. Using an experiential approach, often working in small groups, students will learn-by-doing the many challenges of teaching with a social justice and equity perspective. Students will learn to recognize and celebrate the diversity found in contemporary classrooms, analyze their own privilege and bias, and critically evaluate approaches addressing social justice.</p>
<p><b>EDUC 569.31(S)</b> <b>Selected Topics in Education: Experiential Learning</b></p> <p><b>CANCELLED</b></p>	<p>Saturdays 9:00 am – 4:00 pm</p> <p>April 14, 21 May 5, 19 June 1 Plus 6 hours TBD</p>	<p>This course focuses on experiential learning in the outdoors as a way of learning the principles of experiential learning while deepening knowledge and awareness and understanding of the outdoor environment. Participants in this course must be ready to spend a great deal of time in the outdoor classroom.</p>

**DARTMOUTH**

Halifax Regional School Board, Administrative Building (33 Spectacle Lake Drive)

<b>COURS</b>	<b>DATES</b>	<b>DESCRIPTION</b>
<b>EDUC 521A.10 (F)</b> <b>L'instruction différenciée en arts langagiers en immersion/école francophone à l'élémentaire</b>  <b>CRN 49039</b>  <b>G. Belliveau</b>  <b>Immersion française cohorte #2</b>	Les samedis 9h00 à 15h00 Le 24 septembre Le 22 octobre Le 26 novembre  Les jeudis 18h00 à 21h00 (Collaborate) Les 6 et 20 octobre Les 3 et 17 novembre  Blackboard : 6 heures à déterminer	Ce cours traitera du programme d'études des arts langagiers de l'élémentaire et du secondaire premier cycle. Nous explorerons surtout la lecture et l'écriture et comment différencier les approches pour aider les élèves qui ont des besoins d'enseignement spécifiques. Nous regarderons les résultats d'apprentissage spécifiques et comprendrons comment différencier les activités selon les besoins des élèves. Nous toucherons divers styles d'apprentissage pour répondre aux divers besoins des élèves.
<b>EDUC 564.21 (W)</b> <b>L'administration des écoles inclusives</b>  <b>CRN 49040</b>  <b>K. Matheson / J. Thibeau</b>  <b>Immersion française cohorte #2</b>	Les samedis 9h00 à 15h00 Le 14 janvier Le 11 février Le 3 mars  18h00 à 21h00 (Collaborate) Les mardis 24 et 31 janvier Le mercredi 15 février et le mardi 21 février  Blackboard : 6 heures à déterminer	Ce cours touchera le développement du mouvement vers les écoles inclusives et le service aux élèves qui en découle. Les documents du Département d'éducation qui touchent l'administration des écoles inclusives seront étudiés. Des cas exemplaires seront discutés pour démontrer comment on peut mettre en pratique les politiques dans la réalité des écoles publiques de la province.
<b>EDUC 520.30C (S)</b> <b>L'instruction différenciée en mathématiques en immersion/école francophone à l'élémentaire</b>  <b>CRN 14219</b>  <b>S. MacDonald / J. Moore</b>  <b>Immersion française cohorte #2</b>	Les samedis 9h00 à 15h00 Les 24 et 31 mars Les 14 et 28 avril  Le 4 avril 17h00 à 20h00 (Collaborate)  Blackboard : 9 heures à déterminer	Ce cours visera la différenciation des mathématiques à l'élémentaire pour aider les élèves qui ont des difficultés avec les concepts de mathématiques.

COURS	DATES	DESCRIPTION
<b>EDUC 527.20 (W)</b> <b>Les principes de l'apprentissage en immersion/école francophone</b>  <b>CRN 49041</b>  <b>I. Bernard</b>  <b>Immersion française cohorte #3</b>	Les samedis 9h00 à 15h00 Le 14 janvier Le 11 février Le 3 mars  Les lundis 16h00 à 19h00 (Collaborate) Le 30 janvier Les 6, 20, et 27 février  Blackboard : 6 heures à déterminer	Les participants auront l'occasion de lire et d'analyser des études importantes échelonnées sur plus de 30 ans de recherche sur l'apprentissage en immersion/en école francophone. Le contenu du cours comprendra une revue de l'histoire de l'immersion au Canada et en Nouvelle-Écosse, y compris le contexte historique et le climat social (certains des sujets suivants seront aussi adressés pour les écoles francophones); les caractéristiques et les structures de l'immersion; les assises théoriques de l'enseignement par immersion; les conclusions théoriques tirées de recherches sur l'immersion; l'apprentissage du français, les effets de l'immersion sur le niveau de maîtrise de l'anglais et sur l'apprentissage des matières scolaires. Les effets de l'immersion sur les élèves défavorisés seront étudiés en particulier.
<b>EDUC 514.30 (S)</b> <b>Enseigner aux élèves ayant des difficultés d'apprentissage en immersion/école francophone</b>  <b>CRN 14204</b>  <b>D. Demers</b>  <b>Immersion française cohorte #3</b>	Les samedis 9h00 à 15h00 Le 31 mars Le 14 avril Le 12 mai  Les mercredis 16h30 à 19h00 (Collaborate) Les 11, 13, et 25 avril Le 2 mai  Blackboard : 8 heures à déterminer	Les participants découvriront l'historique de l'éducation spéciale et du concept de l'inclusion; les manifestations, définitions, et conceptions des troubles et des difficultés d'apprentissage; un survol du dépistage et de l'évaluation des difficultés; ainsi que les différents modèles d'intervention à préconiser dans le processus de planification de programme. Le cours et les devoirs seront organisés en trois volets: le profil de l'apprenant; les difficultés et les troubles d'apprentissage; et l'encadrement du processus de planification et d'intervention.

**HALIFAX** (Halifax Leadership Cohort)  
**Mount Edward Elementary School**  
 3 Windward Avenue, Dartmouth, NS

COURSE	DATES	DESCRIPTION
<b>EDUC 501.10 (F)</b> <b>School Data Management</b>  <b>CRN 49042</b>  <b>E. Munroe</b>	Saturdays 9:00 am – 4:00 pm September 17, October 22, November 19  Tuesdays 6:00 pm – 9:00 pm (Collaborate) September 27 October 4 November 1, 8, 22, 29	This course will explore how to gather, interpret, and translate classroom, school and provincial student assessment data as part of evidence-based decision-making.

COURSE	DATES	DESCRIPTION
<b>EDUC 564.20 (W)</b> <b>Administration of Inclusive Schools</b>  <b>CRN 49043</b>  <b>D. Young</b>	Saturdays 9:00 am – 4:00 pm January 14, February 11, March 24  Tuesdays 6:00 pm – 9:00 pm (Collaborate) January 17, 24, 31 February 21, 28 March 6	Many Canadian educational systems have inclusive schooling as a priority. This course will provide an overview of the movement towards inclusive schools and will explore proven practices in the administration of these schools.
<b>EDUC 583.30 (S)</b> <b>Education Planning and Policy</b>  <b>CRN 14217</b>  <b>J. Withrow</b>	Saturdays 9:00 am – 4:00 pm April 7, May 5, June 2  Wednesday 6:00 pm – 9:00 pm (Collaborate) April 11, 18, 25 May 9, 16, 23	An examination of political theory as a basis for constructing policy and planning for the implementation of policy.

**ONLINE – Collaborate (previously named ElluminateLive) (enrollment limited)**

All times are Atlantic Standard Time

COURSE	DATES	DESCRIPTION
<b>EDUC 508.66 (F)</b> <b>Critical Research Literacy in Education</b>  <b>CRN 49044</b>  <b>M. Olson</b>	Thursdays 7:00 pm – 10:00 pm  September 8, 15, 22, 29 October 6, 13, 20 November 3, 10, 17, 24 December 1	This course examines educational research issues and trends from the perspective of professional practice. Students will explore a variety of educational research publications in relation to their own educational context. <b>Prerequisite:</b> EDUC 505.
<b>EDUC 520A.66 (F)</b> <b>Current Research in Curriculum: English Language Arts</b>  <b>CRN 49045</b>  <b>R. White</b>	Wednesdays 7:00 pm – 10:00 pm  September 14, 21, 28 October 5, 12, 19, 26 November 2, 9, 16, 23, 30	A critical exploration of recent theories and research related to current issues in curriculum with a concentration in English Language Arts.
<b>EDUC 520H.66 (F)</b> <b>Current Research in Curriculum: Arts</b>  <b>CRN 49046</b> <b>CANCELLED</b> <b>M. Meyer</b>	Mondays 6:00 pm – 9:00 pm  September 12, 19, 26 October 3, 17, 24, 31 November 7, 14, 21, 28	A critical exploration of recent theories and research related to current issues in curriculum with a concentration in Arts.

<b>COURSE</b>	<b>DATES</b>	<b>DESCRIPTION</b>
<b>EDUC 527.66 (F)</b> <b>Principles of Learning</b>  <b>CRN 49047</b>  <b>C. Boulter</b>	Tuesdays 7:00 pm – 10:00 pm  September 13, 20, 27 October 4, 11, 18, 25 November 1, 8, 15, 22, 29	This course examines theories of learning and development and their implications for instruction. In addition to the general cognitive and behaviorist theories, the course will focus on the aspects of cognitive learning that are relevant to understanding the diversity of learners.
<b>EDUC 533.66 (F)</b> <b>Dynamics of Change</b>  <b>CRN 49049</b>  <b>W. MacAskill</b>	Tuesdays 7:00 pm – 10:00 pm  September 13, 20, 27 October 4, 11, 18, 25 November 1, 8, 15, 22, 29	This course examines major concepts in the successful implementation of change. Students will learn to recognize and understand the ways in which change can have an impact on education.
<b>EDUC 567.66 (F)</b> <b>School Law</b>  <b>CRN 49050</b>  <b>D. Young</b>	Thursdays 6:00 pm – 9:00 pm  September 8, 15, 22, 29 October 6, 13, 20 November 3, 10, 17, 24 December 1	An examination of legal principles and procedures pertaining to school boards, administrators, and teachers; consideration will be given to legislation and court decisions relative to the organization, policy, and administration of school districts.
<b>EDUC 569.66 (F)</b> <b>Selected Topics in Education:</b> <b>Role of the Principal in</b> <b>Integrating Services</b>  <b>CRN 49051</b>  <b>Brian MacIsaac</b>	Wednesdays 6:00 pm – 9:00 pm  September 14, 21, 28 October 5, 12, 19, 26 November 2, 9, 16, 23, 30	Administrators will learn the importance of fostering inter-agency/multi-dimensional intervention(s) for at-risk students. They will also gain awareness of the effect of mental health issues on students and learn skills to critically advocate for students with mental health issues.
<b>EDUC 573.66 (F)</b> <b>Professional Development</b> <b>and Supervision</b>  <b>CRN 49052</b>  <b>Brenda MacIsaac</b>	Mondays 7:00 pm – 10:00 pm  September 12, 19, 26 October 3, 17, 24, 31 November 7, 14, 21, 28	This course addresses the role of supervision in an instructional program, focusing on human resources and the professional development process for instructional and support staff.
<b>EDUC 581.66 (F)</b> <b>The Role of the Principal</b>  <b>CRN 49053</b>  <b>J. Withrow</b>	Thursdays 7:00 pm – 10:00 pm  September 8, 15, 22, 29 October 6, 13, 20 November 3, 10, 17, 24 December 1	An examination of perspectives on educational leadership, delegation of functionally categorized responsibilities, administration of instructional programs, effective enhancement of staff, and the development of productive and satisfying learning environments for students.
<b>EDUC 501.66 (W)</b> <b>School Data Management</b>  <b>CRN 49054</b>  <b>W. Kraglund-Gauthier</b>	Thursdays 7:00 pm – 10:00 pm  January 5, 12, 19, 26 February 2, 9, 16, 23 March 1, 8, 22, 29	This course will explore how to gather, interpret, and translate classroom, school, and provincial student assessment data as part of evidence-based decision-making.

COURSE	DATES	DESCRIPTION
<b>EDUC 506.66 (W)</b> <b>Quantitative Research Methods in Education</b>  <b>CRN 49055</b>  <b>B. Foroughi</b>	Wednesdays 7:00 pm – 10:00 pm  January 4, 11, 18, 25 February 1, 8, 15, 22, 29 March 7, 21, 28	An introduction to fundamental statistical concepts and methods, together with practical advice on their effective application to real-world problems. Students will explore the basic components of a research proposal. <b>Prerequisite:</b> EDUC 505.
<b>EDUC 508.67 (W)</b> <b>Critical Research Literacy in Education</b>  <b>CRN 49056</b>  <b>K. MacLeod</b>	Wednesdays 6:00 pm – 9:00 pm  January 4, 11, 18, 25 February 1, 8, 15, 22, 29 March 7, 21, 28	This course examines educational research issues and trends from the perspective of professional practice. Students will explore a variety of educational research publications in relation to their own educational context. <b>Prerequisite:</b> EDUC 505.
<b>EDUC 533.67 (W)</b> <b>Dynamics of Change</b>  <b>CRN 49057</b>  <b>CANCELLED</b>  <b>W. MacAskill</b>	Mondays 6:00 pm – 9:00 pm  January 9, 16, 23, 30 February 6, 13, 20, 27 March 5, 19, 26 April 2	This course examines major concepts in the successful implementation of change. Students will learn to recognize and understand the ways in which change can have an impact on education.
<b>EDUC 536.66 (W)</b> <b>Program Development</b>  <b>CRN 49058</b>  <b>M. Olson</b>	Tuesdays 7:00 pm – 10:00 pm  January 10, 17, 24, 31 February 7, 14, 21, 28 March 6, 20, 27 April 3	Program development is investigated from the practitioner’s perspective using narrative inquiry to explore relationships among the four curriculum commonplace of students, teacher, curriculum and milieu.
<b>EDUC 561.66 (W)</b> <b>Leadership and Administrative Theories</b>  <b>CRN 49059</b>  <b>J. Tompkins</b>	Tuesdays 7:00 pm – 10:00 pm  January 10, 17, 24, 31 February 7, 14, 21, 28 March 6, 20, 27 April 3	This course is an introductory to theory, research, and practice in educational administration. Emphasis is placed on the evolutionary nature of administrative theory and its role in the operation of public education systems.
<b>EDUC 569.67 (W)</b> <b>Selected Topics in Education: Assessment for Learning</b>  <b>CRN 49060</b>  <b>CANCELLED</b>  <b>Brenda Maclsaac</b>	Mondays 6:00 pm – 9:00 pm  January 9, 16, 23, 30 February 6, 13, 20, 27 March 5, 19, 26 April 2	This course will examine assessment as an ongoing process and an integral part of teaching practice. Students will examine how to use assessment to inform instruction and, in doing so, increase student achievement. Various assessment strategies will be examined with a focus on creating portfolios for assessment purposes.

COURSE	DATES	DESCRIPTION
<b>EDUC 569.68 (W)</b> <b>Selected Topics in Education:</b> <b>Pedagogy and Practice</b>  <b>CRN 49061</b>  <b>A. Foran</b>	Tuesdays 6:00 pm – 9:00 pm  January 10, 17, 24, 31 February 7, 14, 21, 28 March 6, 20, 27 April 3	Teaching requires an ethical everyday acting in sensitive-relational situations, and pedagogy is a lens that can allow educators to challenge taken-for-granted dictum in schools. We argue that a richer meaning, language, and practice of pedagogy are possible when there is the recognition that children have unique needs, potentials, and vulnerabilities. The starting point of the course is student and teacher lived experience descriptions gathered through pedagogical practices.
<b>EDUC 569.69 (W)</b>  <b>Selected Topics in Education:</b> <b>Portfolios</b>  <b>CRN 49062</b>  <b>CANCELLED</b>  <b>M. Olson</b>	Mondays 6:00 pm – 9:00 pm  January 9, 16, 23, 30 February 6, 13, 20, 27 March 5, 19, 26 April 2	Through a focus on essential knowledge, skills, and attitudes related to portfolios as vehicles for collecting and selecting, reflecting and projecting materials, this course is designed to advance a better understanding of teaching and learning.
<b>EDUC 569.70 (W)</b> <b>Selected Topics in Education:</b> <b>Leadership for Middle School</b>  <b>CRN 49063</b>  <b>A. McNeil-Wilson</b>	Thursdays 6:00 pm – 9:00 pm  January 5, 12, 19, 26 February 2, 9, 16, 23 March 1, 8, 22, 29	This course will explore the current issues and challenges facing practicing and aspiring middle school administrators.
<b>EDUC 501.66 (S)</b> <b>School Data Management</b>  <b>CRN 14205</b>  <b>CANCELLED</b>  <b>W. Kraglund-Gauthier</b>	Thursdays 6:00 pm – 9:00 pm  April 5, 12, 19, 26 May 3, 10, 17, 24, 31 June 7 6 hours TBD	This course will explore how to gather, interpret, and translate classroom, school, and provincial student assessment data as part of evidence-based decision-making.
<b>EDUC 508.66 (S)</b> <b>Critical Research Literacy in Education</b>  <b>CRN 14206</b>  <b>CANCELLED</b>  <b>M. Olson</b>	Wednesdays 6:00 pm – 9:00 pm  April 4, 11, 18, 25 May 2, 9, 16, 23, 30 June 6 6 hours TBD	This course examines educational research issues and trends from the perspective of professional practice. Students will explore a variety of educational research publications in relation to their own educational context. <b>Prerequisite:</b> EDUC 505.
<b>EDUC 532.66 (S)</b> <b>Curriculum Theory</b>  <b>CRN 14207</b>  <b>A. Foran</b>	Tuesdays 6:00 pm – 9:00 pm  April 3, 10, 17, 24 May 1, 8, 15, 22, 29 June 5 6 hours TBD	In this course, the ideas of major curriculum theorists will be examined, and implications of each position for program development for schooling will be explored.

<b>COURSE</b>	<b>DATES</b>	<b>DESCRIPTION</b>
<b>EDUC 533.68 (S)</b> <b>Dynamics of Change</b>  <b>CRN 14208</b>  <b>W. MacAskill</b>	Thursdays 6:00 pm – 9:00 pm  April 5, 12, 19, 26 May 3, 10, 17, 24, 31 June 7 6 hours TBD	This course examines major concepts in the successful implementation of change. Students will learn to recognize and understand the ways in which change can have an impact on education.
<b>EDUC 569.66 (S)</b> <b>Selected Topics in Education:</b> <b>Assessment for Learning</b>  <b>CRN 14209</b>  <b>J. Mitton</b>	Thursdays 6:00 pm – 9:00 pm  April 5, 12, 19, 26 May 3, 10, 17, 24, 31 June 7 6 hours TBD	This course will examine assessment as an ongoing process and an integral part of teaching practice. Students will examine how to use assessment to inform instruction and, in so doing, increase student achievement. Various assessment strategies will be examined with a focus on creating portfolios for assessment purposes.
<b>EDUC 569.67 (S)</b> <b>Selected Topics in Education:</b> <b>Assistive Technology</b>  <b>CRN 14210</b>  <b>B. Welsford</b>	Wednesdays 6:00 pm – 9:00 pm  April 4, 11, 18, 25 May 2, 9, 16, 23, 30 June 6 6 hours TBD	This course will introduce course participants to assistive technology (AT) supporting learners with learning, physical, sensory (VI & HI) disabilities and Autism. This course will provide an introduction to the theory behind the successful identification, use, and application of AT in classroom settings to meeting PSP or IPP outcomes. We will discuss and apply the details of the reading and writing process, and also provide the opportunity to learn hands-on with a variety of remedial and compensatory AT software and strategies.
<b>EDUC 573.66 (S)</b> <b>Professional Development</b> <b>and Supervision</b>  <b>CRN 14211</b>  <b>E. Munroe</b>	Tuesdays 6:00 – 9:00 pm  April 3, 10, 17, 24 May 1, 8, 15, 22, 29 June 5 6 hours TBD	This course addresses the role of supervision in an instructional program, focusing on human resources and the professional development process for instructional and support staff.

**SYDNEY**  
**Membertou School**

<b>COURSE</b>	<b>DATES</b>	<b>DESCRIPTION</b>
<b>EDUC 573.10 (F)</b> <b>Professional Development</b> <b>and Supervision</b>  <b>CRN 49064</b>  <b>Brenda MacIsaac</b>	Tuesdays 6:00 pm – 9:00 pm  September 13, 20, 27 October 4, 11, 18, 25 November 1, 8, 15, 22, 29	This course addresses the role of supervision in an instructional program, focusing on human resources and the professional development process for instructional and support staff.

COURSE	DATES	DESCRIPTION
<b>EDUC 544.20 (W)</b> <b>Cross-cultural Issues in Education</b>  <b>CRN 49065</b>  <b>J. Tinkham</b>	Saturdays 9:00 am – 4:00 pm January 14, February 11, March 24  Tuesdays 6:00 pm – 9:00 pm (Collaborate) January 17, 24, 31 February 21, 28 March 6	In this course students will examine various issues and theories related to cultural and race relations policies and practices in education systems.
<b>EDUC 529.30 (S)</b> <b>School and Teaching Effectiveness</b>  <b>CRN 14212</b>  <b>A. McNeil-Wilson</b>	Saturdays 9:00 am – 4:00 pm April 14, May 5, June 2  Mondays 6:00 pm – 9:00 pm (Collaborate) April 23, 30 May 7, 14, 28 June 4	This course explores the place of the principal as facilitator of key aspects of effective school programming such as assessment for learning, the program planning process, and the enactment of the principles of learning.

**TRURO**

COURSE	DATES	DESCRIPTION
<b>EDUC 581.30 (S)</b> <b>The Role of the Principal</b>  <b>CRN 14213</b> <b>CANCELLED</b> <b>M. Landry</b>	Saturdays 9:00 am – 4:00 pm April 14, May 5, June 2  Mondays 6:00 pm – 9:00 pm (Collaborate) April 16, 23, 30 May 7, 14, 28	This course is an examination of perspectives on educational leadership, delegation of functionally categorized responsibilities, administration of instructional programs, effective enhancement of staff, and the development of productive and satisfying learning environments for students.

**YARMOUTH**

**P.A. Best Education Centre (Upper Level)**  
**46 Parade Street, Yarmouth, NS**

COURSE	DATES	DESCRIPTION
<b>EDUC 564.10 (F)</b> <b>Administration of Inclusive Schools</b>  <b>CRN 49066</b>  <b>D. Robinson</b>  <b>Tri County Phys Ed Cohort</b>	Fridays 6:00 – 9:00 pm; Saturdays 9:00 am – 4:00 pm September 23 / 24 November 18 / 19  Tuesdays 6:00 pm – 9:00 pm (Collaborate) September 27 October 4, 11, 25 November 15, 22	Many Canadian educational systems have inclusive schooling as a priority. This course will provide an overview of the movement towards inclusive schools and will explore proven practices in the administration of these schools.

<b>COURSE</b>	<b>DATES</b>	<b>DESCRIPTION</b>
<b>EDUC 501.11 (F)</b> <b>School Data Management</b>  <b>CRN 49067</b>  <b>W. Kraglund-Gauthier</b>  <b>Tri County Leadership Cohort</b>	Fridays 6:00 pm – 9:00 pm Saturdays 9:00 am – 4:00 pm September 16 / 17 November 18 / 19  Tuesdays 6:00 pm – 9:00 pm (Collaborate) September 27 October 4, 11, 18, 25 November 1	This course will explore how to gather, interpret, and translate classroom, school and provincial student assessment data as part of evidence-based decision-making.
<b>EDUC 534.10 (F)</b> <b>Introduction to the Foundations of Education</b>  <b>CRN 49068</b>  <b>M. Olson</b>  <b>Tri County Literacy Cohort</b>	Wednesdays 6:00 pm – 9:00 pm (Collaborate)  September 14, 21, 28 October 5, 12, 19, 26 November 2, 9, 16, 23, 30	Students are asked to critically examine their own practice and its context. Issues of power and privilege as they operate in the field of education are central unifying themes of the course. The investigative approach includes ethical reasoning, autobiographical reflection, arts and esthetics, deconstruction and sociological analysis.
<b>EDUC 536.20 (W)</b> <b>Program Development</b>  <b>CRN 49069</b>  <b>A. Stanec</b>  <b>Tri County Phys Ed Cohort</b>	Wednesdays 7:00 pm – 10:00 pm (Collaborate)  January 4, 11, 18, 25 February 1, 8, 15, 22, 29 March 7, 21, 28	Program development is investigated from the practitioner’s perspective using narrative inquiry to explore relationships among the four curriculum commonplace of students, teacher, curriculum and milieu.
<b>EDUC 564.22 (W)</b> <b>Administration of Inclusive Schools</b>  <b>CRN 49070</b>  <b>R. White</b>  <b>Tri County Leadership Cohort</b>	Wednesdays 6:00 pm – 9:00 pm (Collaborate)  January 4, 11, 18, 25 February 1, 8, 15, 22, 29 March 7, 21, 28	Many Canadian educational systems have inclusive school as a priority. This course will provide an overview of the movement towards inclusive schools and will explore proven practices in the administration of these schools.
<b>EDUC 527.21 (W)</b> <b>Principles of Learning</b>  <b>CRN 49071</b>  <b>C. Boulter</b>  <b>Tri County Literacy Cohort</b>	Wednesdays 6:00 pm – 9:00 pm (Collaborate) January 4, 11, 18, 25 February 1, 8, 15, 22, 29 March 7, 21, 28	This course examines theories of learning and development and their implications for instruction. In addition to the general cognitive and behaviourist theories, the course will focus on the aspects of cognitive learning that are relevant to understanding the diversity of learners.

COURSE	DATES	DESCRIPTION
<b>EDUC 527.31 (S)</b> <b>Principles of Learning</b>  <b>CRN 14214</b>  <b>A. Stanec</b>  <b>Tri County Phys Ed Cohort</b>	Wednesdays 7:00 pm – 10:00 pm (Collaborate)  April 4, 11, 18, 25 May 2, 9, 16, 23, 30 June 6 6 hours TBD	This course examines theories of learning and development and their implications for instruction. In addition to the general cognitive and behaviourist theories, the course will focus on the aspects of cognitive learning that are relevant to understanding the diversity of learners.
<b>EDUC 529.31 (S)</b> <b>School and Teaching Effectiveness</b>  <b>CRN 14215</b>  <b>Brenda Maclsaac</b>  <b>Tri County Leadership Cohort</b>	Fridays 6:00 pm – 9:00 pm Saturdays 9:00 am – 4:00 pm April 6 / 7 May 11 / 12  Wednesdays 6:00 pm – 9:00 pm (Collaborate) April 11, 18, 25 May 2, 23, 30	This course explores the place of the principal as facilitator of key aspects of effective school programming such as assessment for learning, the program planning process, the special education pupil planning process, and the enactment of the principles of learning.
<b>EDUC 576.30 (S)</b> <b>Specific Issues in Curriculum Development</b>  <b>CRN 14216</b>  <b>D. Graham</b>  <b>Tri County Literacy Cohort</b>	Fridays 6:00 pm – 9:00 pm Saturdays 9:00 am – 4:00 pm April 6 / 7 May 11 / 12  Wednesdays 6:00 pm – 9:00 pm (Collaborate) April 11, 18, 25 May 2, 23, 30	This course will examine selected contemporary educational controversies and explore their implications for curriculum decision-making. Students will examine current issues and problems.

## PHD IN EDUCATIONAL STUDIES

The PhD in Educational Studies is offered in partnership by St. Francis Xavier University, Mount Saint Vincent University, and Acadia University. This research-oriented doctoral program is jointly administrated by the Inter-University Doctoral Administrative Committee (IDAC). Applicants are admitted to one university and graduate from that Home Institution of Record. The website for the inter-university doctoral program is <http://www.educationphd.ns.ca>.

Doctoral students can focus their studies on one or more of six interrelated themes: curriculum studies, educational foundations and leadership, inclusive education, lifelong learning, literacies, and the psychological aspects of education. Applicants are encouraged to review the research interests of education faculty members at all three participating universities, available at their respective websites. An average of 14 students will be admitted each year: 6 at Mount St. Vincent University, 4 at St. Francis Xavier University and 4 at Acadia University. The IDAC may consider applicants on a case-by-case basis and waive the fixed application date, if deemed warranted and if space is available in the program for that year.

### ADMISSION REQUIREMENTS

- A Master's level degree from a recognized university in education or in a related field of study (a cognate discipline);

- Normally, a graduate thesis in a field related to the proposed doctoral studies. Those applicants who have not completed a thesis are required to submit evidence of their ability to undertake research in education through the completion of a qualifying research paper of sufficient depth and scope to reflect their research competence;
- Evidence of scholarly preparation to conduct research, normally including graduate level courses in quantitative and/or qualitative research methods and design;
- Three letters of reference, normally including two academic and one professional;
- A recent curriculum vitae indicating current initiatives in education and any academic, scholarly work to date;
- A letter of intent indicating a proposed area of study from among the six interrelated themes of educational studies;
- A minimum of A- or 80% average in his or her highest degree.

**Note:** Qualified applicants will only be admitted if a suitable supervisor and program can be provided. To achieve success in this doctoral program, applicants must demonstrate strong reading, writing, and comprehension skills in the English language.

## **DIPLOMA/CERTIFICATE PROGRAMS & SPECIAL INTEREST COURSES (DISTANCE)**

### **DIPLOMA IN INTELLECTUAL DISABILITY STUDIES (ONLINE)**

The Diploma in Intellectual Disability Studies is a professional / personal development non-credit opportunity for individuals who have some training and / or experience working or living with people who have intellectual disabilities. This online program builds on the knowledge and skills participants already possess regarding community-building and human care.

The focus of this five course distance education program is a holistic approach to the needs of persons with intellectual disabilities with emphasis on building community, fostering spirituality, and celebrating individual giftedness. Participants are required to take part in weekly online discussions with the instructor and course participants. The program has a limited enrollment and each 12-week course is offered on a cyclical schedule. The program can be completed in 2.5 years. Upon completion of the 5 courses participants, will receive a professional development Diploma in Intellectual Disability Studies.

<b>COURSE</b>	<b>DATES</b>	<b>DESCRIPTION</b>
<b>INDS 110</b> <b>Foundations of Disability and Caregiving</b>  <b>A. Escrader</b>	September 12 – December 2, 2011	This course provides a foundation in the history and evolution of the concept of disability in the West, from socio-cultural and medical perspectives. It also examines social, economic, and political policy approaches and how they have been used to care for, label, or control people with disabilities. The topics are explored through the lens of intellectual disability, but also have general relevance for all disabilities.
<b>INDS 120</b> <b>Relationships, Advocacy, and Vision</b>  <b>A. Escrader</b>	January 23 – April 20, 2012	This course focuses on enduring questions and contemporary issues related to building relationship and community together with people who have intellectual disabilities. This course takes the position that having a disability is not so much an individual problem or deficit as it is a socially- and culturally-mediated phenomenon.

COURSE	DATES	DESCRIPTION
<b>INDS 130</b> <b>Human Development</b>  <b>S. Doyle</b>	September 12 – December 2, 2011	The purpose of this course is to introduce students to the field of human development and to persons with intellectual disabilities. A critical examination of a number of issues related to development will shed light on current practices in human services. This course will focus on insights, challenges, and opportunities related to the cognitive/physical, social/emotional, and spiritual/moral aspects of development and persons with intellectual disabilities.
<b>INDS 140</b> <b>Building Community</b>  <b>M. Hryniuk</b>	January 23 – April 20, 2012	A spiritual approach is used to examine topics such as understanding self/understanding others, spirituality and relationships, and building inclusive communities.
<b>INDS 150</b> <b>Practicum</b>  <b>D. Leuschner</b>	Open Access	The intent of the practicum is to provide an opportunity for learners to apply the strategies and theories learned in the first four courses to the work or home setting. The specific focus of the practicum is to be determined in consultation with the course instructor and program coordinator.

Tuition: \$500 per course + texts

Courses are also offered independently for interest (excluding the practicum).

**For further information contact:**

Diploma in Intellectual Disability Studies

Continuing & Distance Education

St. Francis Xavier University

PO Box 5000 Antigonish, NS B2G 2W5

Phone: (902) 867-4696 or toll free 1-866-551-7575

Email: [inds@stfx.ca](mailto:inds@stfx.ca)

**DIPLOMA IN MINISTRY (PRINT-BASED)**

This program consists of five 12-week courses that can be taken over a 2 to 3 year period through print-based distance education. Current study topics include: ministry, scripture, adult religious education, sacraments, and contemporary catholic issues. This is a learner-centred program with curriculum and assignments relevant to the student's experience and church involvement. The program concludes with a practicum whereby the student develops a ministry-based project.

COURSE	DATES	DESCRIPTION
<b>MNST 110</b> <b>Ministry in the Christian Community: Called to Service</b>  <b>M. Boucher</b>	September 5 – November 25, 2011	This course examines the evolution of various dimensions of ministry. It places particular emphasis on collaborative ministry and our call to service through baptism.
<b>MNST 120</b> <b>Adult Religious Education</b>  <b>M. MacKinnon-Simms</b>	January 9 – March 30, 2012	This course offers an overview of adult education theory as it applies to ministry. Effective strategies and techniques for adult religious education are included.

COURSE	DATES	DESCRIPTION
<b>MNST 130</b> <b>Biblical Foundations</b>  <b>C. MacDonald</b>	September 5 – November 25, 2011	This course examines the Old and New Testaments so that the learner will come to an appreciation of the historical, literary, and theological features of the Bible. The learner will acquire knowledge of biblical material as it relates to contemporary ministry.
<b>MNST 140</b> <b>Christian Sacraments</b>  <b>Rev. P. Abbass</b>	January 9 – March 30, 2012	This course examines the sacraments in light of today's changing reality of Church.
<b>MNST 150</b> <b>Contemporary Catholic Issues</b>  <b>P. Beaudette</b>	January 9 – March 30, 2012	Futuristic models of Christian communities and their implications on the role of the lay minister are explored. The role of the church in relation to today's secular world is examined.
<b>MNST 160</b> <b>Self Directed Study</b>  <b>S. Eaton</b>	Open Access	In consultation with the Program Office, the learner explores a topic from an area related to ministry and develops a study plan in consultation with an advisor. The topic may be an area that prepares the learner for the practicum requirement.
<b>MNST 170</b> <b>Practicum</b>  <b>S. Eaton</b>	Open Access	In collaboration with a diocese/parish and the Program Office, the learner designs and delivers a ministry project which integrates acquired knowledge and skills, which responds to the needs of the local church, and which addresses the interests of the learner.

Tuition: \$500 per course + texts

The Certificate in Lay Ministry is an alternative to the diploma program and requires completion of MNST 110 (see above) and any 3 electives in the Diploma in Ministry Program. Courses are offered independently for interest (excluding the practicum).

#### **Information / Registration:**

Ministry Program Office  
Continuing & Distance Education  
St. Francis Xavier University  
PO Box 5000  
Antigonish, NS B2G 2W5  
Phone: (902) 867-3319 or Toll Free: 1-877-867-5562  
Email: [diplomainministry@stfx.ca](mailto:diplomainministry@stfx.ca)

#### **CERTIFICATE IN SPRITUALITY (ONLINE)**

The focus of this series of online courses is to help individuals discern and develop their spirituality through topics on faith, personal growth and relationships, and spiritual writers. Each 10-week course is offered on an individual basis and as a module in the Certificate in Spirituality program. A Certificate in Spirituality is awarded upon successful completion of four courses.

COURSE	DATES	DESCRIPTION
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<b>COURSE</b>	<b>DATES</b>	<b>DESCRIPTION</b>
<b>SPRT 110</b> <b>On The Road to Emmaus: Spirituality in the Christian Tradition</b>  <b>J. Goulet</b>	September 19 – November 25, 2011	This course provides an overview of spirituality with a focus on the Christian tradition. The course reflects on the experience of the disciples on the road to Emmaus and how that experience of walking with Christ and breaking bread together is foundational for Christian spirituality and discipleship.
<b>SPRT 120</b> <b>An Interfaith Journey: Exploring Prayer and Spirituality</b>  <b>S. Doyle</b>	January 30 – April 13, 2012	This course is an interfaith exploration into spirituality with resources offered from various traditions. The goals are practical and existential: to gain insight and to experience an even deeper simplicity and relatedness with self, others, and God through prayer.
<b>SPRT 130</b> <b>A Theology of the Heart: The Life and Writings of Henri Nouwen</b>  <b>C. Willemse</b>	April 16 – June 30, 2012	This is an intense, practical introduction to the rich legacy of Henri Nouwen’s life and writings. Through the course assignments, interactions, and responses, students are given an opportunity to interact intimately with the wide range of Henri’s literary output, to allow these important themes to intersect with their own life experience, and to develop a creative response to the material covered.
<b>SPRT 140</b> <b>Spirituality of Family and Relationships</b>  <b>D. Kostyniuk</b>	September 19 – November 25, 2011	In this course, participants will examine spirituality in all aspects of life by exploring the formation of their perception of the world, themselves, relationships, and life lived in their family of origin, and/or intentional families of choice. They will have the opportunity to integrate their finding and generate choices from a deeper consciousness of themselves, family, relationships, and spirituality.
<b>SPRT 150</b> <b>Spirituality and Healing: Nourishing the Soul of the Caregiver</b>  <b>T. Maddix</b>	January 30 – April 13, 2012	Caregivers, whether as a professional or through a daily occurrence at home, require the ability to know oneself, be open to others and diverse experiences, and have a willingness to say “no” when setting boundaries. We will explore how best to nourish one’s soul in the midst of daily living and caring, by exploring our motives, the various stages of spiritual/human development, burnout, and how to make good ethical decisions.

Tuition: \$500 per course + texts

**Information / Registration**

Ministry Programs Office  
Continuing & Distance Education  
St. Francis Xavier University  
PO Box 5000  
Antigonish, NS B2G 2W5  
Phone: (902) 867-3319 or toll free: 1-877-867-5562  
Email: [spiritualitycertificate@stfx.ca](mailto:spiritualitycertificate@stfx.ca)  
Website: <http://www.mystfx.ca/academic/continuing/Ministry.html>

**COME LET US WORSHIP: A COURSE IN LITURGICAL FOUNDATIONS (ONLINE)**

COURSE	DATES	DESCRIPTION
<b>Come Let Us Worship: A Course in Liturgical Foundations</b>  <b>B. Gasslein</b>	October 3, 2011 – February 17, 2012  Online	This course in the basics of liturgy introduces the learner to the principles and practices of Christian worship within the Roman Catholic tradition. Through the lens of the weekly Sunday Eucharist, the course explores such topics as the paschal mystery, the assembly, prayer, ritual, music, ministry, liturgical seasons, word, and sacrament. Learning activities include opportunities for guided observation and practical experience in parish context.

Tuition: \$500 + texts

**Information / Registration**

Ministry Programs Office  
 Continuing & Distance Education  
 St. Francis Xavier University  
 PO Box 5000  
 Antigonish, NS B2G 2W5  
 Phone: (902) 867-3319 or toll free: 1-877-867-5562  
 Email: [diplomainministry@stfx.ca](mailto:diplomainministry@stfx.ca)  
 Website: <http://www.mystfx.ca/academic/continuinged/Ministry.html>

**E-COMMERCE (Online)**

COURSE	DATES	DESCRIPTION
<b>E-Commerce</b>  <b>G. Trites</b>	September 12 – December 2, 2011  Online	E-commerce is defined as the use of the Internet to sell goods and services. It differs from e-Business, which is the study of the use of technology in a business, particularly the Internet and web-based applications, to streamline and enhance the business model of an enterprise. There is, however, an overlap between the two. Individuals who wish to start their own online business, or who are charged with starting, running or enhancing their employer's online business should consider this program. Also, those who have started an online business, but want to know how to make it more profitable, will benefit from this program. Students who are seeking employment in the online business field will find the certificate to be valuable. Anyone who is interested in simply gaining a better understanding of e-commerce and how it works will find the program very informative.

Tuition: \$575 (includes HST)  
 Registration deadline: September 2, 2011

**Information / Registration**

Continuing & Distance Education  
 St. Francis Xavier University  
 Antigonish, NS B2G 2W6  
 Phone: (902) 867-3959 or toll free 1-877-867-3906  
 Email: [hgoldie@stfx.ca](mailto:hgoldie@stfx.ca)

## **NON CREDIT WORKSHOPS**

Through the fall and winter terms, StFX Continuing & Distance Education offers non credit courses to both the university and general public. Topics vary through the term but include broad categories such as computer programs, art workshops and modern languages (e.g., French, German, and Spanish). Some professional development courses may also be offered such as Teaching English as a Second Language, and University Math Preparation, among others.

For further information call (902) 867-3959 / 867-3319 or email [hgoldie@stfx.ca](mailto:hgoldie@stfx.ca).

## UNIVERSITY SERVICES / INFORMATION

### ■ CAMPUS STORE (StFX Bookstore)

For Bookstore information, check their website at: <http://www.mystfx.ca/campusstore/>

Texts and course packs for distance courses can be ordered through the StFX Bookstore: <http://www.mystfx.ca/campusstore/students/index.htm> Click on *Off Campus and Online Course Texts*

### ■ LIBRARY (Angus L. Macdonald Library) EXTENDED LIBRARY SERVICES

[http://library.stfx.ca/help/distance\\_education.php](http://library.stfx.ca/help/distance_education.php)

Students in Continuing & Distance Education courses sometimes find doing research for an assignment challenging. Extended Library Services is a support system designed to help you over that hurdle, so you can learn to find the library and information resources you need to complete your course work.

#### Where do I begin?

Normally, your local library (whether a university, college, hospital, or public library) should be your first resource for locating research material.

Most local libraries will loan books, allow you to photocopy materials (subject to copyright legislation), access the Internet, and obtain materials from other libraries on inter-library loan. A charge may apply to some or all of these services.

StFX will provide registered students with a library card and, on request, a letter of introduction to local librarians. Your StFX library card can be used to borrow books from StFX or any library in the Novanet system.

Most Canadian academic libraries now allow in-person borrowing upon presentation of a CAUL (ASIN) card. Cards are available to StFX students who are in good standing with Novanet by contacting **Pam MacLean** at the Angus L. Macdonald Library at (902) 867-3890 or [pmaclean@stfx.ca](mailto:pmaclean@stfx.ca).

Some students will find it difficult to obtain appropriate materials through local libraries, either because they live a distance from such a library, or because the resources available are limited. Extended Library Services is designed to meet the various needs of such students.

What support is offered?

- Advice on library procedure
- Solutions to problems with library cards
- Document delivery of books and journal articles
- Assistance with renewal of book loans
- Support for literature searches
- Assistance in locating specific materials
- Technical support with the use of electronic resources such as online journals

#### Remote Access to the Library's Electronic Resources

Your WebFX User Name (for example, x2011abc) and password (same as for WebMail) enable off-campus users to access the library's electronic journals and databases through a "proxy server".

Some of the full text databases available through the proxy server are listed below:

## **ProQuest Research Library**

A good general starting place

## **ABI Inform (ProQuest)**

International business and management journals

## **ERIC Online**

Education and related fields

## **CBCA**

Canadian daily news sources and major Canadian publications

### **To access these and other databases:**

1. Go to the StFX homepage: <http://www.stfx.ca/>
2. Choose the *LIBRARY* link found under the *Academics* link (just below “Welcome to StFX” on left side of the screen)
3. Select the *Library Home* link in the “Library Links section”
4. Click *Electronic Resources* in the “Favourites” section on the right side of the page
5. Select the database you wish to search
6. Respond to the Proxy Server when prompted by using your WebFX user name and password

### **Finding journal titles:**

1. Go direct to the library: <http://www.stfx.ca/academics/library/>
2. Place your cursor on “Journal Titles” in the tab on top of the search box
3. Type in title of **Journal**; click on *Search*
4. Choose the year and then the volume you want
5. If not available electronically, or not available at all, contact Pam MacLean

***If you are in a Continuing & Distance Education course offered by StFX, please feel free to contact Extended Library Services to discuss individual library needs and concerns.***

### **Contact Extended Library Services:**

Pam MacLean

St. Francis Xavier University

PO Box 5000, Antigonish, NS B2G 2W5

(902) 867-3890

Fax: (902) 867-5153, Attention: Pam MacLean

[pmaclean@stfx.ca](mailto:pmaclean@stfx.ca)

## **■ TRAMBLE ROOMS – CENTRE FOR ACCESSIBLE LEARNING**

The Centre for Accessible Learning welcomes students with documented disabilities and offers them a student-centred program of support.

The Tramble Rooms are both a work place and a drop-in centre for the Program for Students with Disabilities / Accessible Learning at StFX. Located on the 4th floor of the Students’ Union Building, 421 Bloomfield Centre, new and returning students come here to meet with Program staff and to receive help with program planning, study skills, time management, tutoring, exam accommodations, audio texts, adaptive technology, and disability grant applications. Two assistive technology stations equipped with high speed scanners, Kurzweil, Word Q Speak Q, Inspirations, and Dragon Naturally Speaking are available for student use.

Bloomfield Centre 421  
Phone: (902) 867-5349  
Fax: (902) 867-3979  
Email: [tramble@stfx.ca](mailto:tramble@stfx.ca)

## ■ THE WRITING CENTRE

[www.mystfx.ca/resources/writingcentre/](http://www.mystfx.ca/resources/writingcentre/)

The services of the Writing Centre are available to all StFX students and are designed to complement course work. Students can arrange one-to-one meetings with an instructor to discuss specific work in progress or to assess and improve their academic skills, such as note-taking, time management, grammar, oral presentations, and exam preparation.

The Writing Centre can help students

- develop a research plan,
- develop a thesis statement,
- organize ideas and source material,
- document sources (MLA, APA).

Distance students can fax or email assignments or term papers for feedback; however, students should allow 1–2 weeks for staff to evaluate submissions.

The Writing Centre website ([www.mystfx.ca/resources/writingcentre/](http://www.mystfx.ca/resources/writingcentre/)) is a valuable resource for students. In addition to providing tips and information on how to improve writing, check the Frequently Asked Questions (FAQs) page, which answers many of the common questions distance students ask.

If you need assistance, contact the Writing Centre at (902) 867-5221, by email at [writingc@stfx.ca](mailto:writingc@stfx.ca) or by fax at (902) 867-5380.

## UNIVERSITY DIRECTORY

Most inquiries can be handled by the Continuing & Distance Education Office. In some cases you may be referred to another university office.

<b>Office</b>	<b>Numbers</b>	<b>Email</b>
Continuing & Distance Education (Program Office)	(877) 867-3906	<a href="mailto:continuinged@stfx.ca">continuinged@stfx.ca</a>
Undergraduate	(902) 867-2372	
Master of Education	(877) 867-3906 (902) 867-3906	<a href="mailto:med@stfx.ca">med@stfx.ca</a>
Distance Nursing (Post RN) Programs	(800) 588-2246 (902) 867-3906	<a href="mailto:Distance.nursing@stfx.ca">Distance.nursing@stfx.ca</a>
Ministry Program	(877) 867-5562 (902) 867-3319	<a href="mailto:diplomainministry@stfx.ca">diplomainministry@stfx.ca</a>
Blackboard Support (James Cameron)	(902) 867-3971 (877) 867-3971	<a href="mailto:jcameron@stfx.ca">jcameron@stfx.ca</a>
Collaborate Teaching & Learning Support (Farnoush Zadeh)	(902) 867-5728	<a href="mailto:fzedah@stfx.ca">fzedah@stfx.ca</a>
Collaborate Technical Support (24/7) (formerly named ElluminateLive!)	(877) 382-2293	<a href="http://www.blackboard.com/Platforms/Collaborate/Support/Support-for-Blackboard-Collaborate.aspx">http://www.blackboard.com/Platforms/Collaborate/Support/Support-for-Blackboard-Collaborate.aspx</a>
<b>Academic Offices / Departments</b>		
Academic Advising	(902) 867-3636 (902) 867-3754	<a href="mailto:advising@stfx.ca">advising@stfx.ca</a>
Admissions Office	(902) 867-2219	<a href="mailto:admit@stfx.ca">admit@stfx.ca</a>
Dean of Arts	(902) 867-2165	<a href="mailto:jaker@stfx.ca">jaker@stfx.ca</a>
Dean of Business	(902) 867-4979	<a href="mailto:adurant@stfx.ca">adurant@stfx.ca</a>
Dean of Education	(902) 867-2247	<a href="mailto:education@stfx.ca">education@stfx.ca</a>
Dean of Science	(902) 867-3903	<a href="mailto:kmason@stfx.ca">kmason@stfx.ca</a>
Office of the Registrar	(902) 867-2160	<a href="mailto:registr@stfx.ca">registr@stfx.ca</a>
<b>Other Offices</b>		
Business Office (account inquiries / receipts)	(902) 867-2123 (902) 867-3738	<a href="mailto:dnemeth@stfx.ca">dnemeth@stfx.ca</a> <a href="mailto:slmacdon@stfx.ca">slmacdon@stfx.ca</a>
Campus Store (Bookstore)	(902) 867-2450	<a href="mailto:cgallagh@stfx.ca">cgallagh@stfx.ca</a>
Conference Services (Residence Office)	(902) 867-2855	<a href="mailto:stay@stfx.ca">stay@stfx.ca</a>
Extended Library Services	(902) 867-3890	<a href="mailto:pmaclean@stfx.ca">pmaclean@stfx.ca</a>
Recreation (Keating Millennium Centre)	(902) 867-2181	
Writing Centre	(902) 867-5221	<a href="mailto:writingc@stfx.ca">writingc@stfx.ca</a>
Technology Support Group (TSG) (Networks, phone, email, system passwords)	(888) 860-2356 (902) 867-2356	<a href="mailto:tsg@stfx.ca">tsg@stfx.ca</a>
Tramble Rooms – Centre for Accessible Learning	(902) 867-5349	<a href="mailto:tramble@stfx.ca">tramble@stfx.ca</a>
University Switchboard	(902) 863-3300	

## CAMPUS MAP

Please click the following link for a printable StFX Campus map:

[http://www.stfx.ca/sites/default/files/pages/StFX\\_Print\\_Map.pdf](http://www.stfx.ca/sites/default/files/pages/StFX_Print_Map.pdf)