The Faculty of Human and Social Development has six different professional schools under the auspices of one faculty. The faculty is unique both at UVic and in Canada. It includes the Schools of Child and Youth Care, Health Information Science, Nursing, Public Administration, Public Health and Social Policy, Social Work and a program in Indigenous Governance.

The Faculty of Human and Social Development focuses on the health and social well-being of children, families and communities. In addition to high quality teaching, the Faculty has a reputation for excellence in innovative programs of research that are responsive to community needs. Additional features of our Faculty are equitable working and learning environments, with a strong emphasis on social responsibility.
Faculty Members
Patricia Marck, BSN (Edmonton), MN, PhD (Edmonton), Professor and Dean
Susan C. Boyd, BA (California, Santa Cruz), MCP (Antioch), PhD (Simon Fraser), Professor
Marie L. Campbell, BA, MA (British Columbia), PhD (Toronto), Professor Emeritus
Pamela Moss, BA (Indiana), MA (British Columbia), PhD (McMaster), Professor
Michael J. Prince, BA (Carleton), MPA (Queen's), PhD (Exeter), Lansdowne Professor of Social Policy
Marjory Reitsma-Street, BSW, MSW (McGill), PhD (Toronto), Professor
Katherine Teghtsoonian, BA (British Columbia), AM, PhD (Stanford), Professor

Visiting, Adjunct and Cross-listed Appointments
Kelly Bannister, BSc, MSc (Victoria), PhD (British Columbia), Adjunct Associate Professor
Penny Cash, BEd, MEd, PhD (Australia), Adjunct Associate Professor
Alan Cassels, BA (RMC), MPA (Victoria), Professor Cross-Listed

General Information
DEGREES AND PROGRAMS OFFERED

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<td>School of Social Work</td>
<td>BSW</td>
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</table>

1. Available only through specific Indigenous community partnerships.
Undergraduate Programs

The Faculty of Human and Social Development offers undergraduate studies in Child and Youth Care, Health Information Science, Nursing, Public Administration, Public Health and Social Policy, and Social Work. The faculty also offers diploma and certificate programs as shown in the table below.

Graduate Programs

The faculty offers graduate studies in Child and Youth Care, Health Information Science, Indigenous Governance, Nursing, Public Administration, including Community Development and Dispute Resolution, Public Health and Social Policy, and Social Work. For information, please refer to the UVic Graduate Calendar.

Co-operative Education Program

Please refer to page 47 for a general description of Co-operative Education at UVic.

In the Faculty of Human and Social Development, a Co-operative Education Program is offered by the School of Public Administration at both the undergraduate (minor) and graduate level, by the School of Health Information Science at both the undergraduate and graduate level, and by the School of Child and Youth Care and the School of Nursing at the graduate level.

Admission to and completion of Co-operative Education Programs are governed by individual School requirements. As a required part of the program, students are employed for specific work terms. Normally, the expected number of weeks per work term is 15 and the expected number of hours per week is 35. The minimum number of weeks per work term is 12 and the minimum number of hours per week is 35. This employment is related as closely as possible to the student’s course of studies and individual interest.

Students in the undergraduate (minor) program in Public Administration may withdraw from the Co-operative Education Program at any time during an academic term and remain enrolled in their degree program.

For details of the undergraduate (minor) program in Public Administration, please see page <OV>. For details of the undergraduate program in Health Information Science, please see page <OV>. For details of the graduate program(s) in Public Administration, Health Information Science, Nursing, and Child and Youth Care, please see the UVic Graduate Calendar.

Academic Advice

Academic advice about the professional schools in the Faculty of Human and Social Development is available from advisers or faculty members of individual Schools on an appointment basis.

Advisory Committees

Programs in the Faculty of Human and Social Development have the benefit of advice and guidance from advisory committees whose members are professionals engaged in various private agencies or government departments. Further information is available from individual Schools.

Collaborative Approach

All of the Schools have developed a distinctive curriculum in response to the needs of their respective professions. However, some clients of the human services cannot be neatly classified by professional boundaries, and hence a major objective of the Faculty of Human and Social Development is to develop opportunities for students who will work together as professionals to learn together while in university. Such opportunities include courses covering common content as well as workshops and conferences. In addition, faculty members in the Faculty of Human and Social Development are encouraged to undertake research projects on an interdisciplinary basis including collaboration with colleagues in other faculties.

Limitation of Enrolment

Admission to UVic and this faculty is not a guarantee of placement in particular programs or courses. Schools may limit enrolment for a variety of reasons, and admission requirements may be raised.

Faculty Admissions

The requirements for admission to programs within the Faculty of Human and Social Development are presented under the entries for the individual Schools.

Probability and Statistics 12 is recommended for undergraduate admission to the faculty.

Mature students who do not have Mathematics to the Grade 11 level are encouraged to take a refresher course before beginning their studies. See additional requirements under each program.

Applicants for the Schools in the Faculty of Human and Social Development must complete two separate applications: one for admission to the School of interest, and one for admission to the University.

Courses Offered Through the Faculty

The following courses are occasionally offered through the Faculty of Human and Social Development and are open to HSD students in their third and fourth years.

<table>
<thead>
<tr>
<th>Course</th>
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<td>HSD 400</td>
<td>Policy in the Human Services</td>
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<td>HSD 490</td>
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</tbody>
</table>
Faculty Academic Regulations

LIMITATION OF ENROLMENT
Admission to UVic is not a guarantee of admission to particular Schools or programs within the Faculty. Applicants should be aware that admission to Schools and programs is competitive and subject to limited enrolment. Meeting minimum requirements is not a guarantee of admission. The Faculty of Human and Social Development recognizes that many factors contribute to a person's chances of success in professional programs and therefore in addition to academic requirements (GPA), professional suitability for the selected program will be considered.

CREDIT FOR COURSES OFFERED BY OTHER INSTITUTIONS
Students who plan to undertake upper-level course work at another university must normally receive prior approval from the Dean and the Director of the School in which the student is registered if they wish such course work to be credited toward a degree program or diploma program in the Faculty of Human and Social Development. Upon successful completion of such course work, it is the student's responsibility to request the Registrar of the other university to send an official transcript of record to the Records Office of the University of Victoria.

ENGLISH REQUIREMENT
The four-year bachelor programs in Child and Youth Care and Health Information Science will normally include 3 units of English; Social Work and Nursing include 1.5 units. All courses are chosen in consultation with the Department of English.

COURSE CHALLENGE
For course challenge availability see schools' specific entry.

GUIDELINES FOR PROFESSIONAL CONDUCT
The Faculty of Human and Social Development expects students to develop and adhere to a professional code of conduct. The faculty supports models for professional conduct based on the following guidelines:
- submission of oneself to a professional code of ethics
- exercise of personal discipline, accountability and judgement
- acceptance of personal responsibility for continued competency and learning
- willingness to serve the public, client or patient and place them before oneself
- ability to recognize the dignity and worth of all persons in any level of society
- willingness to assist others in learning
- ability to recognize one's own limitations
- maintenance of confidentiality of information (including all electronic communication) appropriate to the purposes and trust given when that information was acquired
- acceptance that one's professional abilities, personal integrity and the attitudes one demonstrates in relationships with other persons are the measure of professional conduct

Unprofessional Conduct
Students in the Faculty of Human and Social Development are subject to the provisions of the code of ethics of their respective professions, and may be required to withdraw from their School for violating these provisions. Students may also be required to withdraw from their School when ethical, medical or other reasons interfere with satisfactory practice in their respective disciplines.

MINOR
Students registered in a degree program in the Faculty of Human and Social Development may declare a Minor Program in another faculty with written permission from their School and the department offering the Minor, and the Deans of the respective faculties. The Minor will be added to the student's academic record upon completion of program requirements in Human and Social Development and the general degree or Minor requirements in the other faculty.

REGULATIONS CONCERNING PRACTICA

General Practicum Policies
The faculty reserves the right to approve any agency or institution that provides placements for student practica, and to change any placement assigned to a student. The student, however, has the right to be informed in writing of the reasons for any change in placement. The faculty accepts responsibility to provide sufficient practicum placements within a student's program. Availability of practicums requires a signed Practicum Placement Agreement. Access to practicums is competitive and may be limited based on availability, geographic location and specialization. A student may be required to withdraw from a practicum course if none of the available practicum agencies will accept the student.

It is the responsibility of the course instructor to inform students of the criteria by which unprofessional conduct will be judged in the practicum setting.

Practica Dates
The dates of practica will be established by each School or program, and will be announced to the students involved at the beginning of each term.

Attendance
Attendance at practicum activities is required. Students are expected to notify the placement agency whenever practicum appointments cannot be kept, and also to inform the course instructor. Failure to do so may result in a student being withdrawn from the practicum setting.
Denial and Withdrawal

Denial
Students will be denied the practicum experience if their preparatory work is considered unsatisfactory by the Director of the School in the Faculty of Human and Social Development.

Temporary Withdrawal of Students Pending Report
The Director may require a student to withdraw temporarily from a practicum if, during the course of a term, there are reasonable grounds to believe that the conduct or lack of competence of a student enrolled in the practicum has adversely affected or may adversely affect:
- clients or pupils, or
- personnel, including students associated with the practicum.

The student will be required to withdraw temporarily pending the receipt of a report on the conduct and lack of competence of the student. This written report from the course instructor will normally be provided to the student within 10 business days of the withdrawal.

Withdrawal
After giving the student an opportunity to be heard, the Director may require a student to withdraw from the practicum if the Director is satisfied that the student’s conduct or lack of competence may adversely affect members of any of the groups identified in the paragraph above.

Voluntary Withdrawal
Students seeking voluntary withdrawal from a practicum, whether permanent or temporary, must receive permission to do so from their faculty supervisor in Human and Social Development.

Termination of Practicum by Placement Agency
In situations where a practicum is terminated by the agency, the student will be informed in writing of the reasons for termination, by the Instructor of Record within 15 business days of the termination. After giving the student an opportunity to be heard, the Director or designee will determine appropriate action: 1) withdrawal from the School; 2) additional preparatory work; 3) placement in a different practicum setting.

Practicum Evaluation Documentation
All practicum related evaluation documentation will be retained within the student’s file. These materials may be accessed by faculty and staff for the purpose of supporting student progression and specifically will be used by those making decisions about the student’s practicum progress.

If a student withdraws from practicum or is required to withdraw from practicum by their School, all practicum evaluation materials to date of withdrawal will remain on their student file and may be taken into account in determining whether their preparatory work is satisfactory to enter a subsequent practicum.

Notification of Records Services
Students who withdraw temporarily from a practicum must notify Records Services in writing. Students who are required to withdraw from a practicum will be withdrawn from any course involved by written notification from the Director to Records Services.

Readmission
Students who have withdrawn from a practicum for whatever reason who later wish to reenter the practicum must apply for readmission to the course and should not assume that readmission is guaranteed.

Appeals
The normal avenues of final appeal, page 42, are available to students who have been required to withdraw from a practicum. Students in the Faculty of Human and Social Development may follow regular appeal procedures within the faculty.

Faculty Programs

Degree and Diploma Programs
Details of degree and diploma programs in the faculty are presented under the entries for the individual Schools offering the programs.

Indigenous Governance
Web site: <web.uvic.ca/igov>

Jeff Corntassel, BA (UC, Irvine), MA, PhD (Arizona), Associate Professor and Director
Taiaiake Alfred, BA (Concordia), MA, PhD (Cornell), Professor
Devi Mucina, BA (Victoria), MA (Victoria), PhD (OISE), Assistant Professor
Visiting, Adjunct and Cross-listed Appointments
Hokulani K. Aikau, BS (Utah), MA (Memphis), PhD (Minnesota), Adjunct Professor
Brad Coombes, BA & PhD (Otago), Adjunct Professor
Noelani Goodyear-Ka‘ōpua, BA (Hawai‘i), PhD (California, Santa Cruz), Adjunct Professor
Heidi Kiiwetinepinesiik Stark, BA (Minnesota), MA, PhD (Minnesota), Assistant Professor, Cross-listed
Lisa Monchalin, BS and MA, (Eastern Michigan), PhD, (Ottawa), Adjunct Professor
Noenoe K. Silva, BA, MLIS & PhD (Hawai‘i), Adjunct Professor
Lisa Strelein, BComm & LL.B (Murdoch Australia), PhD (Australian National), Adjunct Professor
Local Advisory Council
Cheryl Bryce, Songhees First Nation;
Myrna Crossley-Elliott, Songhees First Nation;
Dave Dennis, Huu-Ay-Aht First Nation;
Marianne Nicolson, Dzawada’enuxw Tribe of the Kwakwaka’wakw First Nations;
Sioliya (June Quipp), Cheam First Nation;
Temosen (Charles W. Elliott), Tsartlip First Nation.

Administrative Staff
Melvin Peters, BSW (Calgary) MSW (Carleton) Academic Administrative Officer
Marla Sampson, Program Assistant and Graduate Secretary

PROGRAM PHILOSOPHY
Indigenous Governance is committed to teaching and research that respects both western and Indigenous traditions, methods and forms of knowledge. Through these programs, students will gain an understanding of the philosophical, administrative, and political dimensions involved in governing Indigenous communities, as well as a background in the theory, methods and tools appropriate for and useful to research among Indigenous people. The program aspires to educate students who are grounded in a diverse body of knowledge to assume leadership and policy-making roles, or to continue their academic careers in a variety of fields.

UNDERGRADUATE COURSES
Indigenous Governance offers a number of undergraduate courses for students who wish to gain a stronger understanding of governance in the context of Indigenous theory and practice. Courses challenge student to look at alternative forms of governance and leadership outside the structures and processes of colonization.

Courses are:
IGOV 381 Indigenous Leadership and Governance
IGOV 382 Indigenous Resurgence
IGOV 383 The Indigenous-State Relationship
IGOV 384 Special Issues in Indigenous Governance
IGOV 400 Indigenous Research Methods

MASTER’S OF ARTS IN INDIGENOUS GOVERNANCE
The Master of Arts in Indigenous Governance is an interdisciplinary program that provides students with a strong foundation of basic and applied scholarly research and a path to understanding government and politics among Indigenous peoples, with a special emphasis on the nature and context of Indigenous governments in Canada. For more information on the MA in Indigenous Governance, please see the UVic Graduate Calendar.

School of Child and Youth Care
Website: <www.cyc.uvic.ca>

Jennifer White, BA (UVic), MA, EdD (UBC), Director and Associate Professor
James Anglin, BA (Car), MSW (Brit Col), PhD (Leicester), Professor
Sibylle Arzt, BA, MA, PhD (UVic), Professor
Jessica Boll, BA (UBC), MA, MPH, PhD (Berkeley), Professor
Marie Haskins, BA (UBC), MEd, PhD (UVic), Professor
Valerie Kuehne, BSCh (Alta), MEd (Loyola), MA, PhD (Northwestern), Professor
Veronica Pacini-Ketchabaw, BA, MEd (York), PhD (Tor), Professor
Alan Pence, BA, MS (Portland St), PhD (Ore), Professor
Sandrina de Finney, BA, PhD (UVic), Associate Professor
Douglas Magnusson, BA (Bethel), MA, PhD (U of MN), Associate Professor
Daniel Scott, BA (York), MA, PhD (UVic), Associate Professor
Jin-Sun Yoon, BA, MEd (UBC), Teaching Professor
Shanne McCaffrey, BEd (Sask), MA, (UVic), Assistant Teaching Professor
Greg Saunders, BA, MA (UVic), Assistant Teaching Professor

Visiting, Adjunct and Cross-listed Appointments
Roy Brown, BSc (Gen; Spec), Post-Grad Dip, PhD (London), Adjunct Professor
C. Ann Cameron, BA, MA (UBC), PhD (London), Adjunct Professor
Leslie Foster, BSc (London), MA, PhD (Tor), Cross-listed Adjunct Professor
Kofi Marfo, BEd (Cape Coast), MEd, PhD (Alberta), Adjunct Professor
Beth Blue Swadener, BA (Indiana U at South Bend), MS, PhD (Wisconsin-Madison), Adjunct Professor
Steve Van Bockern, BA (Augustana), MA, EdD (S. Dakota), Adjunct Professor
Carol Amaratunga, BA, MSc, PhD (Guelph), Adjunct Associate Professor
Anne Becker, BA, MD, PhD, ScM (Harvard), Adjunct Associate Professor
Judith Bernhard, BA (Ryerson), MEd, PhD (Tor), Adjunct Associate Professor
Grant Charles, BSW (Western), MSW (Calgary), PhD (UVic), Adjunct Associate Professor
John Hart, BA (Linfield), MSW (Portland State), PhD (S.Cal), Adjunct Associate Professor

Peter Moss, BA (Oxford), BPhil (Liverpool), MA (London), Adjunct Associate Professor

Shlomo Romi, BA, MA (Bar-Ilan), PhD (Tor), Adjunct Associate Professor

Blythe Shepard, BA, MA, PhD (UVic), Adjunct Associate Professor

Carol Stuart, BPHE, BA (Queen’s), MEd (Alberta), PhD (UVic), Adjunct Associate Professor

Emily Vargas-Baron, BA, MA (Washington), PhD (Stanford), Adjunct Associate Professor

Olatunde Adekola, BSc (Ilorin), MSc (Lancaster), PhD (Surrey), Adjunct Assistant Professor

Jophus Anamuah-Mensah, BSc, MSc (Cape Coast), MA, EdD (UBC), Adjunct Assistant Professor

Nancy Bell, BA, MA (UVic), PhD (Glasgow), Adjunct Assistant Professor

Jeremy Berland, BSW, MSW (UBC), Adjunct Assistant Professor

Natasha Blanchet-Cohen, BA, MA (Concordia), MA (Carleton), PhD (UVic), Adjunct Assistant Professor

Larry Brendtro, BA (Augustana), MS (S.Dakota), PhD (Michigan), Adjunct Assistant Professor

Margaret Dabor, BA (Sierra Leone), MA (Sussex), PhD (Sierra Leone), Adjunct Assistant Professor

Enid Elliot, BA, MA (Berkeley), PhD (UVic), Adjunct Assistant Professor

Nigel Fisher, BA, MA, doctor of Laws (Hon) (McMaster), Adjunct Assistant Professor

Thorn Garfat, BA, MA (Lakehead), PhD (UVic), Adjunct Assistant Professor

Kiaras Gharabaghi, BA, MA (Guelph), PhD (Dalhousie), Adjunct Assistant Professor

Rebecca Gokiert, BSSc (Victoria), MA, PhD (Alberta), Adjunct Assistant Professor

Nevin Harper, BA (Ore), MA (Royal Roads), PhD (U of MN), Adjunct Assistant Professor

Elizabeth Jones, BA (Coll of Pacific), MA (Wisconsin), MA (Whittier), PhD (S.Cal), Adjunct Assistant Professor

Sylvia Kind, BFA (UVic), MA, PhD (UBC), Adjunct Assistant Professor

Philip C. Lancaster, BA (Waterloo), MA, PhD (Ottawa), Adjunct Assistant Professor

Gordon Miller, BSc (Saskatchewan), MA, PhD (UVic), Adjunct Assistant Professor

Wayne Mitic, BA (Western), M in Human Kinetics (Windsor), EdD (State U of NY), Adjunct Assistant Professor

Michelle Neuman, AB (Princeton), MPhil, PhD (Columbia), Adjunct Assistant Professor

A. Bame Nsamenang, BSc, MEd, PhD (Ibadan, Nigeria), Adjunct Assistant Professor

Esther Oduolowu, BEd, MEd, PhD (Ibadan, Nigeria), Adjunct Assistant Professor

Carmen Rodriguez, BEd (Monterrey), MEd, PhD (UVic), Adjunct Assistant Professor

Hans Skott-Myhre, BA, MEd (U of W.A.), PhD (Cultural Studies; Education) (U of MN), Adjunct Assistant Professor

Victoria Smye, BA (Brock), MHSc (McMaster), PhD (UBC), Adjunct Assistant Professor

Bruce Tobin, BA (UVic), MA, PhD (Washington), Adjunct Assistant Professor

Emeritus

Gordon Barnes, BSc (Man), BA (Winn), MA, PhD (York), Professor Emeritus

Frances Ricks, BA (Ore), MSc (Indiana), PhD (York), Professor Emeritus

Roy Ferguson, BA, PhD (Alberta), Associate Professor Emeritus

GENERAL INFORMATION

School Mission Statement

The School of Child and Youth Care provides education, training, professional development and research for the care and support of children, youth, families and their communities. The work of the School of Child and Youth Care is grounded in the principles of inclusion, social justice and ethical practice.

A Professional Education Program for Practicing Professionals

The School of Child and Youth Care at UVic offers professional education to human services practitioners working with children, youth and their families. Graduates of the program are employed in front-line, supervisory and leadership positions in ministries and agencies throughout British Columbia and across North America. Employment opportunities exist in child welfare and child protection, social and mental health services, child day care centres, hospitals, schools, youth corrections agencies, infant development programs, child and youth advocacy programs, and a range of other community-based settings.

CHILD AND YOUTH CARE PROGRAMS

Students in the degree program in Child and Youth Care will integrate theoretical perspectives on human growth and development, behavioural change, and understanding and use of self and relationship with applied practice skills. Field-based practicum placements are a requirement during the second, third and fourth years of the program.

At the undergraduate level, the School of Child and Youth Care offers the degree of Bachelor of Child and Youth Care (BCYC) and, through partnerships with Indigenous communities, can also
offer a Diploma in Child and Youth Care in Indigenous Communities.

**Graduate Program**

The School offers an MA and PhD in Child and Youth Care. For more information about this program, see the UVic Graduate Calendar.

**Program Options for Students**

The School of Child and Youth Care offers distance, blended and/or campus-based course delivery options for the BCYC degree program. Our distance and distributed education option supports learners to remain in their home communities and continue their employment while participating in interactive distance courses. Our courses blend web-classrooms with video and other communications technologies to create effective learning environments that allow students to work both collaboratively and independently. Some courses will require scheduled online sessions.

In addition to the collegial virtual classroom environment, students may also choose to participate in the SCYC web-community. This community provides all students with the opportunity to build new relationships and understandings outside the walls of the classroom.

Distance delivery is available throughout Canada and may be available to students in other countries by special arrangement. Students participating in the CYC degree program through distance education are required to attend one 10-day seminar on campus.

**SCHOOL OF CHILD AND YOUTH CARE ADMISSIONS**

Students are selected on the basis of academic standing as well as personal and professional suitability as well as academic standing. An interview may be required as part of the application process. Paid or volunteer experience with children and/or youth is considered in the admission decision. Application information and forms are available on the SCYC website starting in December: <www.cyc.uvic.ca>. Application deadline is February 28.

**School Admission Requirements**

**Secondary School Graduates**

Admission requirements for applicants from secondary school are the same as those outlined for the Faculty of Social Sciences (see page 25).

All secondary school applicants must submit an application for admission to the university to Undergraduate Admissions and a Child and Youth Care supplementary application to the school.

**Applicants Transferring from Other Institutions**

Students wishing to apply to the School of Child and Youth Care from other colleges or universities must either have completed a minimum of 12 units of university transfer courses or have completed a human services diploma from an accredited institution with an overall GPA of B.

All transfer applicants must submit an Application for Admission to the University to Undergraduate Records and a Child and Youth Care supplementary application to the School.

**Applicants Transferring from other University of Victoria Faculties**

Students wishing to transfer from other faculties at the University of Victoria must submit an Undergraduate Faculty/Program Change Request to Records Services and a Child and Youth Care supplementary application to the school.

Successful applicants must satisfy the program requirements as stated in the calendar of the year they enter the program and may be required to complete 100- and 200-level courses.

**Special Category Applicants (Distributed Learning Only)**

The School of Child and Youth Care is interested in extending university-level learning opportunities to residents of BC and other regions who wish to do their courses by distributed learning and who may not qualify under the normal categories of admission.

“Special Access” applicants (see page 26) admitted in the PRE CYC admissions category are advised to complete 12 units of coursework before applying to the degree program. Upon successful completion of these courses, students may apply to the Child and Youth Care degree program.

Those who qualify for consideration in the Special Category will be selected by the School of Child and Youth Care for admission in the Special Category on the basis of educational history and non-educational achievements that indicate an ability to succeed at university.

**Exploratory Studies**

Students who wish to take individual credit courses for personal or professional interest, and will be at least 21 years of age prior to the first day of classes, may apply for admission to Exploratory Studies. Exploratory Studies students may take up to 3 units of courses per term, normally to a maximum of 12 units attempted overall, and will be classified as “non-degree” students. See also “Other Applicant Categories” in Undergraduate Admissions (page 26).

**Transfer Credit**

Students who have completed a human services professional academic program at an accredited institution with an overall GPA of B (5.0) or higher may be eligible to receive block credit upon admission to the SCYC (15 units for a one-year certificate and 30 units for a two-year diploma). This does not include vocational or continuing studies certificates or diplomas. The School of Child and Youth Care is a member of the BC Child and Youth Care Education Consortium.
**SCHOOL ACADEMIC REGULATIONS**

**Overview**
In addition to the regulations described below, the School of Child and Youth care follows the UVic and HSD faculty academic regulations including those concerning practica and professional conduct page 194.

**Criminal Record Checks**
Criminal record checks are required of students before they commence practicum placements. Students are responsible for completing this process but the requirements vary from province to province. All BC students MUST complete their criminal record check through the Ministry of Justice. Please see the CYC website for complete information and application forms.

**Program Completion Limit**
The SCYC program at the University of Victoria must normally be completed within seven years from the date of admission to the School of Child and Youth Care. The School may require students to reapply for admission and stipulate conditions if the program is not completed within the designated time limits. Students seeking readmission to the School may be required to repeat CYC courses previously completed if, in the judgement of the Director or designate, curriculum changes or the length of interruption are sufficient to render the applicant inadequately prepared for the courses.

**Prior Learning Assessment**
Prior Learning Assessment (PLA) uses a range of flexible assessment procedures, including course challenge, to evaluate for credit within the Child and Youth Care program learning that is gained through non-credit education, training or experience.

Learners may receive recognition for demonstrated learning that is consistent with the achievement levels and learning outcomes appropriate to selected courses. The assessment of prior learning will be completed within a special course section dedicated specifically to this function.

A maximum of 10.5 units of academic credit may be obtained through PLA. No course whose equivalent already appears on a student’s transcript may be completed by PLA.

Only students who have been admitted to the School of Child and Youth Care and are registered at UVic can apply for course challenge. Please refer to the SCYC website for specific process, course challenge application forms and information on deadlines. Access to flexible assessment in any particular year is dependent upon the availability of resources within the School.

No fourth-year courses may be completed by prior learning assessment.

**Standing**
Students whose sessional GPA falls below 3.0 or who fail to receive a C+ in any core CYC or other required course may be required to withdraw from the program.

**Availability of Courses to Students Outside the School**
If space permits, some third- and fourth-year courses may be taken by students not admitted to the School, with the permission of the Director, if space permits. Students are required to make a written request to the CYC Admissions Coordinator to be considered for such courses. Students may be permitted to take up to 3 units of Child and Youth Care courses at the third and fourth year level.

**Information Sharing**
The University of Victoria School of Child and Youth Care is committed to supporting students to become capable, professional child and youth care practitioners. Evaluative feedback about student progress may be shared amongst instructors and staff in the School in order to promote student success or to address concerns about professional conduct.

**PROGRAM REQUIREMENTS**

**Child and Youth Care Course Information**
The following requirements apply to students entering the School of Child and Youth Care degree program in the year governed by this calendar. For students previously admitted to the program, please refer to the calendar for the year of their initial admission.

- Students require a minimum of 60 units of university credit to graduate; a minimum of 30 of these must be granted by UVic. Required courses may be waived if equivalent courses are completed prior to admission to the degree program.
- Students granted the BCYC must complete 46.5 units of CYC required courses and an additional 3.0 units of university English or 1.5 units of university English and either CYC 130 or 140. All CYC, AWR and required English or equivalent must be completed with a minimum grade of C+. Students must ensure they meet the university Academic Writing Requirement (AWR). Students who meet the AWR with a minimum grade of C+ upon admission to the school will only be required to complete an additional 1.5 units of English or CYC 130 or 140.
- Elective course requirements vary depending on transfer credit or previous UVic course work. Most UVic or UVic-transferable courses may be used towards electives. See CYC course offerings.

**Degree in Child and Youth Care Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYC 100A (1.5)</td>
<td>Introduction to Professional Child and Youth Care Practice Part One</td>
</tr>
<tr>
<td>CYC 100B (1.5)</td>
<td>Introduction to Professional Child and Youth Care Practice Part Two</td>
</tr>
<tr>
<td>CYC 152 (1.5)</td>
<td>Introduction to Helping Skills in Child and Youth Care Practice</td>
</tr>
<tr>
<td>CYC 166A (1.5)</td>
<td>Lifespan Development (Conception to Late Childhood)</td>
</tr>
</tbody>
</table>
Specialization Streams

The School of Child and Youth Care offers a number of specialization streams that students may choose as part of their degree.

A student may satisfy the requirements for two specialization streams by completing the necessary coursework and a CYC 410 practicum in a setting relevant for both specialization streams.

Child Protection Stream

The following course must be completed to meet the requirements for the Child Protection stream:

CYC 410A* (4.5) Advanced Supervised Block Practicum

* Must be completed in a relevant setting.

Child Protection Stream

The following courses must be completed to meet the requirements for the Child Protection stream:

CYC 380 (1.5) Practices for Young Children and Families: Historical and Contemporary Perspectives
CYC 381 (1.5) Leadership, Advocacy and Policy for the Early Years
CYC 480 (1.5) Advanced Applied Capacity Building for the Early Years
CYC 481 (1.5) Assessment and Evaluation in Contemporary Early Years Settings
CYC 410* (4.5) Advanced Supervised Practicum

Early Years Stream

The following courses must be completed to meet the requirements for the Early Years stream:

CYC 380 (1.5) Practices for Young Children and Families: Historical and Contemporary Perspectives
CYC 381 (1.5) Leadership, Advocacy and Policy for the Early Years
CYC 480 (1.5) Advanced Applied Capacity Building for the Early Years
CYC 481 (1.5) Assessment and Evaluation in Contemporary Early Years Settings
CYC 410* (4.5) Advanced Supervised Practicum

* Must be completed in a relevant setting.

Note: Successful completion of CYC 280, core CYC courses, CYC Early Years stream courses at a C+ or better and successful completion of the Early Childhood Educator (basic) Practicum Assessment Tool, allows the student to apply to the Early Childhood Registry of BC for certification and registration as an Early Childhood Educator, having met the requirements for Basic Certification in Early Childhood Care and Education (ECCE in BC). For further information please contact the undergraduate adviser.

Early Years Stream

The following courses must be completed to meet the requirements for the Early Years stream:

CYC 380 (1.5) Practices for Young Children and Families: Historical and Contemporary Perspectives
CYC 381 (1.5) Leadership, Advocacy and Policy for the Early Years
CYC 480 (1.5) Advanced Applied Capacity Building for the Early Years
CYC 481 (1.5) Assessment and Evaluation in Contemporary Early Years Settings
CYC 410* (4.5) Advanced Supervised Practicum

Indigenous Stream

This stream is open to all Child and Youth Care students. The following courses must be completed to meet the requirements for the Indigenous stream:

CYC 230 (1.5) Introduction to CYC Practice in Indigenous Contexts
CYC 330 (1.5) Applied Practice in Indigenous Contexts
CYC 430 (1.5) Research Practice in Indigenous Contexts
CYC 410* (4.5) Advanced Supervised Practicum

Or

CYC 410A* (4.5) Advanced Supervised Block Practicum

* Must be completed in a relevant setting.

** May be taken twice in different topics and may be supported through an Indigenous Circle.

NOTE: Students interested in pursuing this stream should consult the SCYC undergraduate academic adviser.
International Exchange Program

The International Exchange Program (INTEP) provides the opportunity for eligible CYC students to spend approximately four months studying at the University College Copenhagen (UCC Froebel) in Denmark and receive full course credits for one term pending successful completion of the International Course at UCC Froebel. On successful completion of the program with C+ or better in each course, a CYC student will receive 6 units of CYC 200-level credit and 1.5 units of HSD elective credit applicable to the BCYC degree and will have satisfied the following core CYC degree requirements: CYC 210, 240, and 265. Students will also have satisfied course requirements for CYC 280 and HSD 390. Normally, studies overseas are conducted in the English language; however, some exceptions do apply.

INTEP Admissions Requirements:

Successful completion of the following 100-level CYC courses: CYC 100A, 100B, 152, 166A, 166B and 171 with a minimum C+ in each course and an overall minimum GPA of 6.0.

NOTE: This program comes into effect in May of 2015. No retroactive credit for those who may have completed this program prior to the start date can be granted. Students are required to arrange for official transcripts to be sent directly to UVic Undergraduate Records from UCC Froebel on completion of the program.

Professional Specialization Certificate in International Child and Youth Care

The School of Child and Youth Care has been able to respond to child and international development needs through a 9.0 unit, post-degree Early Childhood Development Virtual University (ECDVU) program. This one-year program is only available on a distributed learning, special delivery basis in international development regions and contexts (for example Africa and Middle East). The students participating in these deliveries are identified on a group basis through a country nomination process (not through self-application). Typically, students have a minimum of seven or more years of leadership experience in the field and have completed an initial professional diploma or degree. Upon successful completion of the 9.0 unit program, a Professional Specialization Certificate in International Child and Youth Care for Development is awarded. See the ECDVU website: <www.ecdvu.org>.

Students wishing to complete the BCYC degree following completion of the Professional Specialization Certificate must apply to the degree program. Students who hold a Professional Specialization Certificate in International Child and Youth Care for Development may, with the approval of the Director, transfer the six courses (9.0 units) from the Certificate into the BCYC degree program upon admission to the program.

Certificate Course Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYCI 484 (1.5)</td>
<td>Historical and Contemporary Theoretical Perspectives in Early Childhood Care and Development</td>
</tr>
</tbody>
</table>

Certificate Course Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYCI 485 (1.5)</td>
<td>Child and Adolescent Development in Context</td>
</tr>
<tr>
<td>CYCI 486 (1.5)</td>
<td>Professional Leadership in Early Childhood Care and Development</td>
</tr>
<tr>
<td>CYCI 487 (1.5)</td>
<td>Models, Programs and Strategies for Intervention in Early Childhood Care and Development</td>
</tr>
<tr>
<td>CYCI 460 (2 x 1.5)</td>
<td>Special topics courses in Child and Youth Care</td>
</tr>
</tbody>
</table>

Total Credits: 9.0 units

Diploma in Child and Youth Care in Indigenous Communities

The School has responded to the child and youth care needs of specific cultural groups through the development of community-based, culturally sensitive course work. Certain specific admission criteria apply to applicants in this program. The School recognizes the successful completion of the 30-unit program with a Diploma in Child and Youth Care. The Diploma ladders into the 60-unit degree program in CYC. Students wishing to complete the CYC degree following diploma completion must apply to the degree program. Students may follow one of two options to complete their diploma: Option One: 30 CYC required 100- and 200-level units and CYC 101, 130, 131, 132, 260 (x 2), CYC 356 OR Option Two: 30 CYCB units. NOTE: Option Two is only available through specific agreement with sponsoring communities.

Option One (Distance Learning)

Students pursuing their diploma through the first option must be recommended by the appropriate Indigenous community review body for admission. The course work will normally include:

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>CYC 100A (1.5)</td>
<td>Introduction to Professional Child and Youth Care Practice Part One</td>
</tr>
<tr>
<td>CYC 100B (1.5)</td>
<td>Introduction to Professional Child and Youth Care Practice Part Two</td>
</tr>
<tr>
<td>CYC 101 (1.5)</td>
<td>Introduction to Child and Youth Care Practice and Communications Technology</td>
</tr>
<tr>
<td>CYC 130 (1.5)</td>
<td>Professional Communications in Indigenous Child and Youth Care</td>
</tr>
<tr>
<td>CYC 131 (1.5)</td>
<td>Child and Youth Care Practice in Indigenous Settings</td>
</tr>
<tr>
<td>CYC 132 (1.5)</td>
<td>Indigenous Leadership in Child and Youth Care</td>
</tr>
<tr>
<td>CYC 152¹ (1.5)</td>
<td>Introduction to Helping Skills in Child and Youth Care Practice</td>
</tr>
<tr>
<td>CYC 166A (1.5)</td>
<td>Lifespan Development (Conception to Late Childhood)</td>
</tr>
<tr>
<td>CYC 166B (1.5)</td>
<td>Lifespan Development (Adolescence to Late Adulthood)</td>
</tr>
<tr>
<td>CYC 171 (1.5)</td>
<td>Introduction to Families: Issues, Patterns, and Processes</td>
</tr>
<tr>
<td>CYC 205 (3.0)</td>
<td>Applying Change Theory in CYC Practice</td>
</tr>
<tr>
<td>CYC 210 (1.5)</td>
<td>Supervised Practicum I</td>
</tr>
</tbody>
</table>
CYC 230 (1.5)  Introduction to CYC Practice in Indigenous Contexts
CYC 240 (1.5)  Ethical Decision-Making in Child and Youth Care Practice
CYC 250 (1.5)  Introduction to Law in Child and Youth Care Contexts
CYC 260² (1.5)  Special Topics in Child and Youth Care
CYC 265¹ (1.5)  Introduction to Group Work in Child and Youth Care Practice
CYC 356 (1.5)  Child and Youth Care Practice with Families

1. May be delivered as a six day lab-based course with pre- and post-work (numbers permitting).
2. Must be taken twice in different topics.

Option Two (Community Partnership)

Students following option two will follow those criteria specified in a Memorandum of Agreement with each Indigenous organization. This course work is available only through specific Indigenous community partnerships; courses with the prefix CYCB (see course listings) are not available to students outside of community partnerships, neither on campus nor via distance education.

Completion of the two years CYCB course work also allows the student to apply to the BC provincial government for certification and registration as an Early Childhood Educator, having met the requirements for Basic and Post-Basic Certificates in Early Childhood Care and Education (ECCE) in BC. For more information, please contact the Director of the School.

Admission Requirements for Options One and Two

Students who have been recommended by the appropriate Indigenous community review body for admission to the Indigenous community-based diploma have the option to apply for restricted UVic admission (contact the School of Child and Youth Care for details). Such students must complete a UVic Application for Admission. Students wishing to be admitted to UVic under the regular admission procedures should refer to undergraduate admission requirements, page 22.

Under the restricted admission procedure, students will be admitted to the Child and Youth Care Indigenous community-based course work only, and students wishing to pursue or to continue their studies in any other UVic programs must apply to reregister through UVic Undergraduate Admissions & Records.

Credit obtained from the Child and Youth Care Indigenous community-based course work may be transferable to a UVic degree program. Students who wish to pursue a Bachelor of Child and Youth Care at UVic must reapply to UVic Undergraduate Admissions and fulfill all normal admission and program requirements of the School of Child and Youth Care.

School of Health Information Science

Andre Kushniruk, BA (Brock), BSc (Brock), MSc (McMaster), PhD (McGill), Professor and Director
Francis Lau, BSc (Alberta), MSc (Alberta), PhD (Alberta), Professor
Scott MacDonald, BSc (UVic), MA (Toronto), PhD (Western Ontario), Professor
Abdul Roudsari, BSc (Kings College London), MSc (Kings College London), PhD (Kings College London), Professor
Elizabeth Borycki, RN, HBScN (Lakehead), MN (Manitoba), PhD (Toronto), Associate Professor
Karen Courteney, BA (North Carolina), BSN (North Carolina), MSN (Duke), PhD (Missouri), Associate Professor
Alex M.H. Kuo, BSc (Taiwan), MBA (Taiwan), PhD (Nottingham, UK), Associate Professor
Dave Hutchinson, BSc (Calgary), MSc (Otago), Co-operative Education Coordinator

Emeritus

Jochen R. Moehr, MD (Marburg), PhD (Hanover Med School), Professor Emeritus
Denis J. Protti, BSc (Alberta), MSc (Manitoba), Professor Emeritus

Visiting, Adjunct and Cross-listed Appointments

David Birmbaum, BA (Berkley), MPH (Minnesota), PhD (UBC), Adjunct Professor
Christopher Eagle, BSc (Calgary), MD (Calgary), MBA (Western Ontario), Adjunct Professor
Robert Hayward, BA (Yale), MD (Queens), MPH (Johns Hopkins), Adjunct Professor
Kendall Ho, BSc (UBC), MD (UBC), Adjunct Professor
Christian Nohr, MSc (Aalborg), PhD (Aalborg), Adjunct Professor
Richard Stanwick, BSc (Manitoba), MD (Manitoba), MSc (McGill), Adjunct Professor
Jens Weber, PhD (Paderborn), Adjunct Associate Professor
Jos Aarts, BSc (Nijmegen), MSc (Nijmegen), PhD (Rotterdam), Adjunct Associate Professor
Michael Bainbridge, BMEdSci (Nottingham), BMBS (Nottingham), MRCP (Nottingham), Adjunct Associate Professor
Bruce Carleton, B.Pharm (Washington), Pharm.D (Utah), Adjunct Associate Professor
Patricia M. Coward, BScN (Toronto), MN (Alberta), PhD (Case Western Reserve), Adjunct Associate Professor
Lawrence Frisch, BA (Reed), MD (Harvard), MPH (Washington), Adjunct Associate Professor
Health Information Science Programs

Health Information Science is the study of the nature of information and its processing, application and impact within a health care system. Health Information Science integrates organizational studies, computing and communications technologies, and information systems within the formal study of health care systems.

The School of Health Information Science offers programs leading to a Bachelor of Science in Health Information Science, a four-year Co-operative Education program. Students have the option of choosing either part-time or full-time studies.

The program is normally full-time but under special circumstances, with special permission of the director, part-time entry may be possible. Typically, to be considered for the part-time option an applicant will have a minimum of one year experience working in a related field. This part-time option is not available through the Combined Major in Computer Science and Health Information Science.

Students are required to apply for either the full-time program or the part-time option. Students in the full-time program will not normally be allowed to move to the part-time option. Students in the part-time option will be required to be registered for courses or a work term in every term and will be required to complete the degree within eight years from the date of admission.

The admission criteria for the part-time option will be the same as listed below. Students who have failed a work term or do not maintain a GPA of 4.0 or better in each academic term, both overall and in Health Information Science courses, will normally be required to withdraw from the School for at least one calendar year.

Unless stipulated otherwise, all students in the part-time option will be bound by the School's academic regulations and program requirements.

School Admission Requirements

Admission to the School of Health Information Science is limited. Students are selected on the basis of grades. All students upon admission to the School are required to attend a one-hour orientation seminar.

The School of Health Information Science has two entry dates for admission. Deadlines for the submission of applications are found on page 10.

Applications may be accepted past deadlines at the discretion of the School.

Possession of the minimum admission requirements does not guarantee admission to the School of Health Information Science. Where the number of qualified applicants exceeds the number that can be accommodated, the admission cut-offs will be higher than the minimum published requirements.
Secondary School Graduates
All new applicants must submit an Application for Admission to the University to Undergraduate Admissions. Admission requirements for applicants from secondary school are presented on page 41 of the Calendar.

Applicants Transferring from Other Faculties or Institutions
All new applicants must submit an Application for Admission to the university.
Credit for previous post-secondary studies may be granted as appropriate. Applicants seeking advanced placement are advised to read the minimum degree requirements on page 41.

Students wishing to transfer to the School of Health Information Science from other faculties at the University of Victoria or other colleges or universities, must either:

1. meet the admission requirements for secondary school graduates (see page 41) and have completed fewer than 12 units of university-level courses with a GPA of at least 4.0; OR
2. have completed 12 units of university-level courses with a GPA of at least 4.0 and meet the minimum secondary school math requirement or equivalent (see page 41).

UVic students: transfer and re-registration
Current UVic students (those seeking admission from another faculty) must submit a Faculty Program Change form to register their intent to apply to the Health Information Science program.
Returning UVic students who have not registered in the most recent winter or summer session must submit an Application for Reregistration to Undergraduate Records.

ACADEMIC REGULATIONS
Course Regulations
Health Information Science students must normally have successfully completed all first, second and third year HINF requirements prior to taking 400-level HINF courses.

Students from other schools or departments may take 400-level courses with the permission of the Director and their respective Director or Chair. If enrolment restrictions are necessary, preference will be given to students registered in the School of Health Information Science.

Leave of Absence
Students must request, in writing, the permission from the Director for a leave of absence. Unless given written permission by the School of Health Information Science to take a leave of absence, students who are not reregistered will be considered to have withdrawn. Students on leave of absence are considered outside the program and will not be granted work term credit for experience gained during the leave.

Program Completion Limit
The Health Information Science Full-Time Program must normally be completed within five years from the date of admission. The Health Information Science Part-Time Option must normally be completed within eight years from the date of admission. The School may require students to reapply for admission and stipulate conditions if the program is not completed within the designated time limits.

Readmission
Students required to withdraw will be considered for readmission only after achieving a GPA of 4.0 or higher on a minimum of four courses in one academic term. The School of Health Information Science is under no obligation to readmit students who have been required to withdraw.

To be readmitted to the School, students may be required to repeat Health Information Science courses previously completed if, in the judgement of the Director, curriculum changes or the length of interruption is sufficient to render the applicant inadequately prepared for the subsequent courses.

Standing
Students who have failed a work term or do not maintain a GPA of 4.0 or better in each academic term, both overall and in Health Information Science courses, will normally be required to withdraw from the School for at least one calendar year. Students will normally have completed at least one co-op term prior to beginning the third year of the program.

A graduating GPA of 4.0 or higher is required for graduation. Students who do not meet this requirement will be placed on probation and must take additional, appropriate, 300- or 400-level courses in order to raise their graduating GPA to 4.0 or higher.

All students in the School of Health Information Science are required to follow the "Guidelines for Professional Conduct", page 194, and may be required to withdraw from the School for violating these provisions.

Course Challenge
The School does not permit students to gain credit by course challenge.

PROGRAM REQUIREMENTS
To meet the requirements of the degree in Health Information Science, students must complete:

1. 60 units comprising core, elective, and senior elective courses, and
2. a minimum of three Co-op work terms. The granting of work term credit by challenge is not normally permitted.

Work term placements are across Canada and students must be prepared to accept placements outside Victoria. All students are expected to attend the health informatics Co-op course: Introduction to Professional Practice.
Course Requirements

First Year
CSC 110 (1.5) Fundamentals of Programming I
CSC 115 (1.5) Fundamentals of Programming II
ENGL 135 (1.5) Academic Reading and Writing
ENGL elective (1.5) HINF 130 (1.5) Introduction to Health Information Technology
HINF 140 (1.5) Introduction to the Canadian Health Care Systems
MATH 151 (1.5) Finite Mathematics
Electives (3.0 or 4.5)¹

1. Students with credit for Biology 12 will take 4.5 units of electives. Students without credit for Biology 12 will take 3.0 units of electives and one of the following:
EPHE 141 (1.5) Introductory Human Anatomy
BIOC 102 (1.5) Biochemistry and Human Health
BIOL 150A or 150B (1.5) Modern Biology

Second Year: First Term
HINF 200 (1.5) Principles of Health Database Design
HINF 230 (1.5) Organizational Behaviour and Change Management
STAT 252 (1.5) Statistics for Business
OR
STAT 255 (1.5) Statistics for Life Sciences I
OR
STAT 260 (1.5) Introduction to Probability and Statistics I
Electives (3.0)

Second Year: Second Term
HINF 201 (1.5) Database Management and Development for Health Care Systems
HINF 265 (1.5) Health Care Delivery Organization
HINF 280 (1.5) Biomedical Fundamentals
Electives (3.0)

Second Year: May-August
Co-op work term

Third Year: First Term
CSC 375 (1.5) Introduction to Systems Analysis
HINF 320 (1.5) Project Management
HINF 335 (1.5) Health Information Standards
HINF 350 (1.5) Human Aspects of Healthcare Information Systems
HINF 381 (1.5) Epidemiology, Population Health and Public Health

Third Year: Second Term
Co-op work term

Third Year: May-August
HINF 310 (1.5) Electronic Records and Decision Support Systems
HINF 330 (1.5) Legal Issues in Health Informatics
HINF 345 (1.5) Networks, Interoperability and Systems Security
HINF 351 (1.5) Information Technology Procurement
HINF 371 (1.5) Clinical Methodologies

Fourth Year: First Term
Co-op work term

Fourth Year: Second Term
HINF 410 (1.5) Information Management and Technology
HINF 420 (1.5) Societal and Ethical Implications of Information Technology
HINF 450 (1.5) Health Information System Design
HINF 461 (1.5) System Evaluation and Quality Improvement
HINF 470 (1.5) Trends in Health Informatics

Fourth Year: May-August
Electives (7.5)

Senior Electives

Students are required to select a minimum of 7.5 units from the following courses to complete their degree. The restrictions in course selection are noted below:
- Students wishing to take 300- and 400-level courses not listed below must receive prior written permission from the Director.
- Health Information Science students require permission of the Dean of Engineering to take Engineering courses.

List of Approved Senior Electives

Please note that some of these courses may require prerequisites.

ADMN 310 Public Sector Economics
ADMN 311 Introduction to Public Administration
ADMN 312 Managing in Public and Non-Profit Organizations
ADMN 314 Public Sector Research and Analysis
ADMN 316 Written Communications in the Public and Non-Profit Sectors
ADMN 407 Managing Service Delivery
ADMN 411 Public Sector Project Management
ADMN 420 The Public Policy Process
ADMN 421 Financial Management
Combined Major Program in Computer Science and Health Information Science

Students must apply for the combined program through the School of Health Information Science office. This is a mandatory Co-op program.

Students with a previous degree in Computer Science or a related degree are not eligible for this combined program (see Second Bachelor's Degree). Students who have failed a work term or do not maintain a GPA of 4.0 or better in each academic term will normally be required to withdraw from the School for at least one calendar year. This is a full-time program only.

### Year 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINF 130, 140</td>
<td>……………………………………………………</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 100, 101, 122</td>
<td>……………………………………………………</td>
<td>4.5</td>
</tr>
<tr>
<td>CSC 106, 110, 115</td>
<td>……………………………………………………</td>
<td>4.5</td>
</tr>
<tr>
<td>ENGL 135</td>
<td>……………………………………………………</td>
<td>1.5</td>
</tr>
<tr>
<td>Elective¹</td>
<td>……………………………………………………</td>
<td>1.5</td>
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</tbody>
</table>

### Year 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINF 200, 201, 280</td>
<td>……………………………………………………</td>
<td>4.5</td>
</tr>
<tr>
<td>1.5 units of HINF at the 200 level</td>
<td>……………………………………………………</td>
<td>1.5</td>
</tr>
<tr>
<td>One of STAT 252, 255 or 260</td>
<td>……………………………………………………</td>
<td>1.5</td>
</tr>
</tbody>
</table>
Year 2
CSC 225, 226, 230 ................................................................. 4.5
SENG 265 ........................................................................ 1.5
ENGR 2402 ................................................................. 1.5

Year 3
4.5 units of HINF at the 300 level ............................................ 4.5
CSC 375 ........................................................................ 1.5
3.0 units of CSC 320, 322, 330, 355, 360, SENG 321 .................. 3.0
Electives ........................................................................... 6.0

Year 4
3.0 units of HINF at the 400 level ............................................ 3.0
4.5 units of CSC at the 400 level3 .............................................. 4.5
CSC 497 ........................................................................ 1.5
Electives4 ........................................................................ 6.0

1. Students without grade 12 Biology must replace one elective with one of EPHE 141, BIOL 102, BIOL 150A, 150B.
2. ENGL 225 can be substituted for ENGR 240.
3. One of these courses may be SENG at the 400 level.
4. These 6.0 units of other courses must be at the 300 level or higher and must include at least 3.0 units chosen from Health Information Science, Computer Science or SENG.

Co-operative Education

Please refer to this page of the Calendar for the general description of Co-operative Education.

During work terms, students are employed in full-time, health care related jobs in either the public or private sector. For all practical purposes, Co-operative Education students on work terms are regular employees and receive salary and benefits in accordance with the employer’s policy. Both the employer and the University evaluate the student’s performance on each work term. Each work term is recorded on the student’s Official Transcript of Academic Record (as COM, F/X or N/X).

Students registered for work terms are considered to be enrolled in a full-time course of studies and may not take university-level credit courses without the prior written approval of the Director.

The distinguishing feature of the Co-operative Education approach is the inclusion, as an integral part of the degree, of three work terms. Normally, the expected number of weeks per work term is 15 and the expected number of hours per week is 35. The minimum number of weeks per work term is 12 and the minimum number of hours per week is 35. These work terms begin after the student’s second year (all courses listed under first and second year must normally be completed before a student goes on a work term) and normally alternate with formal academic terms in Health Information Science. The granting of work term credit by challenge is not usually permitted.

Students with a GPA below 4.0 in an academic term will not be eligible to participate in the next scheduled co-op work term.

Students are expected to participate fully in the placement process. While every attempt will be made to ensure that all eligible students are placed, the School of Health Information Science is under no obligation to guarantee placement. Students who decline a valid co-op job offer are ineligible to participate in the placement process for the remainder of that term. Work terms in Victoria are not guaranteed.

Work Term Assessment

The work term performance of each student will be assessed on the basis of:

1. the employer’s evaluation of the student
2. the submission of a work term report by the specified deadline as follows:
   • Fall Work Term Report January 15*
   • Spring Work Term Report May 15*
   • Summer Work Term Report September 15*
3. an evaluation made by the coordinator based on discussion with the student and the employer

*If the due date falls on a holiday or weekend, the report will be due the next business day.

Students admitted to the Combined Major Program in Health Information Science and Computer Science are required to take part in the Co-operative Education Program. In addition to completing their degree requirements, they must complete a minimum of three work terms and be enrolled in a minimum of six units of course work each campus term in order to graduate in this program. Work terms are to be distributed between the two programs, with no more than two work terms being taken in one program.

School of Nursing

Elizabeth Banister, BSN (Alta), MA, PhD (Victoria), Professor
Anne Bruce, BSN (Victoria), MSN, PhD (B.C.), Professor and Associate Director, Graduate Education
Howard Brunt, BA (Univ. of Florida), A.D.N. (Univ. of Vermont), MScN (Yale), PhD (Calg), Professor and Interim Director of the School of Nursing
Gweneth A. Doane, BSN, MA, PhD (Victoria), Professor
Noreen Frisch, BSN (California State), MSN (Dal), MSN (Evansville), PhD (S. Illinois), Professor
Marcia D. Hills, BScN (Alta), MA, PhD (Victoria), Professor
Carol McDonald, BSN, PhD (Calg), Professor
Marjorie MacDonald, BN (Calg), MSc (Watt), PhD (B.C.), Professor
Mary Ellen Purkis, BSN (Calg), MSc, PhD (Edin), Professor
Faculty of Human and Social Development

Kelli Stajduhar, BSN (Victoria), MS, PhD (Brit Col), Professor, Associate Director Research & Scholarship
Rosalie Starzomski, BN (Dal), MN (Calg), PhD (Brit Col), Professor
Lynne Young, BSN, MSN, PhD (Brit Col), Professor
Karen MacKinnon, BSN, MSN (Toronto), PhD (Calg), Associate Professor
Lenora Marcellus, RN (Foothills), BSN (Victoria), MN (Washington), PhD (Alta), Associate Professor and Associate Dean of Faculty, Academic
Bernie Pauly, RN, BSN, MN (Alta), PhD (Victoria), Associate Professor, Associate Director Research & Scholarship
Esther Sangster-Gormley, BSN, MS (Florida), PhD (Dalhousie), Associate Professor
Debra Sheets, BA, BSN, MSN (CSU), PhD (S. Calif), Associate Professor
Laurene E. Sheilbs, BSN (Victoria), MS, PhD (Oreg), Associate Professor, and Acting Director, Teaching & Learning Centre
Deborah Thoun, BN, MN (Dal), PhD (Texas), Associate Professor
Anastasia Mallidou, BSN, MSN (Athens), PhD (Alta), Assistant Professor

Laurie Barnhardt, BScN (McMaster Univ.), MN (Univ. of Western ON), NP(F) (McMaster Univ.), Assistant Teaching Professor
Katherine Bertoni, BScN (Western Univ.), MN (Athabasca), NP-Phc, CDE (Ontario), Assistant Teaching Professor
Karen Evers-Fahey, BscN (S. Conn), MSN (Yale U.), Past-Grad Dip, Analytical Psych. (Switzerland), PhD (Essex), Assistant Teaching Professor and Associate Director, Undergraduate Education
Barbara Fox, BA (U. of Minn), BSN, MSN (Medical College of Virginia, Virginia Commonwealth U), NP (F), FNP-BC (American Nurses Credentialing Center), Assistant Teaching Professor
Mary Lougheed, BScN (Alta), MN (Victoria), Assistant Teaching Professor

Jeannine Moreau, BSN, MN (Victoria), PhD(c) (Australia), Teaching Professor
Wendy Neander, BSc (Wisconsin), BScN (Arizona State), MN (Alta), PhD(c), Assistant Teaching Professor
Maureen Ryan, RN (Dalhousie), MSN (Calg), PhD (Victoria), Assistant Teaching Professor
Margaret Scaia, BSN (Brit Col), MN (Calg), PhD (Victoria), Assistant Teaching Professor
Robin Scobie, BScN, MSN(Calgary), Assistant Teaching Professor
Coby Tschanz, BN (Calg), MN, PhD (c) (Victoria), Assistant Teaching Professor
Carollyn Hammond, BScN (Victoria), Practica Coordinator

Practicum Co-ordinator
Lori Klar, BA (Victoria), Coordinator, Student Affairs

Doreen McConchie, RN, BSN (Victoria), Practice Coordinator, Post Diploma BSN Students
Cindy MacDonald, Program Coordinator, Distance Education & Student Advisor
Diane MacLeod, BSN (St. Francis Xavier), Practica Coordinator
Paul Meier, BA, BEd. (Victoria), Admissions Liaison Officer and Student Advisor
Morag Mochan, BA (Calg), Administrative Officer, School of Nursing

Adjunct Appointments

Gerrit Clements, JD, Barrister and Solicitor, Adjunct Professor
Elizabeth (Betty) Davies, RN, PhD, CT, FAAN, Adjunct Professor
Kathryn Hannah, RN (Victoria), BSN, MSN (Georgia), PhD (Alta), Adjunct Professor
Anita Molzahn, BScN, MN, PhD (Sociology), (Alta), Adjunct Professor
Sheryl Reimer-Kirkham, BSN (Victoria), MSN, PhD (Univ. of Brit. Col) Adjunct Professor
Wendy Young, BSc Psych. (Trent Univ.), MA (Queens), PhD (McGill), Adjunct Professor
Elizabeth Borycki, RN, HBscn (Lakehead), MN (Man), PhD (Toronto), Adjunct Associate Professor
Robert Calnan, BSN, MEd (Victoria), Adjunct Associate Professor
Richard Nuttal, B.S.A. (Univ. of Toronto), M.P.H. & T.M. (James Cook Univ.), M.B.B.S. (London), M.Ag. (Colorado State), M.C. Sc. (Western, Ont.), Adjunct Associate Professor
Rick Sawatzky, BScN (Brit Col), MA, PhD (UBC), Adjunct Associate Professor
Diane Sawchuck, BSN (Van), MN (WA), PhD (BC) Adjunct Associate Professor
Jennifer Beaveridge-Jewers, BScN (Victoria), MSN, NP (F) (Brit Col), Adjunct Assistant Professor
Rosanne Beuthin, RN (Univ. of Man), MN, PhD (Victoria), Adjunct Assistant Professor
Wendy Bowles, BScN (Univ. of Brit Col), MN (Victoria), Adjunct Assistant Professor
Susan Breiddal, BSW (Victoria), MTP (Sofia Univ.), PhD (Victoria), Adjunct Assistant Professor
Judy Burgess, BSN, (Univ. of Calgary), MSN, PhD. (Victoria), Adjunct Assistant Professor
Brenda Canitz, BScN (Sask), NP (Alta), BA (Sask), MSc (Toronto), Adjunct Assistant Professor
Cynthia Chan, BSc., MD, (Univ. of Manitoba), MN (Monash Univ., Australia), Adjunct Assistant Professor
Siobhan Chandler, BA Psych. (Queens), MA, (UBC), PhD (Waterloo), Adjunct Assistant Professor
Sanya Chandler, BSN, MPH (Victoria), Adjunct Assistant Professor
Cheryl Cherpitel, BSN, MPH, PhD (Univ. of California), Adjunct Assistant Professor
Catherine Colman, BSN, MN (Victoria), Adjunct Assistant Professor
Lisa Constable, BSN (Victoria), MSN (Brit. Col.), Adjunct Assistant Professor
Mélie De Champlain, BSN (Univ. of Montreal), MN (McGill Univ.), Adjunct Assistant Professor
Barbara Eddy, BSN (Univ. of Brit. Col.), NP (F), MSN (Victoria), CHPCH ©, Adjunct Assistant Professor
Lynn Guengerich, BSN (Arkansas State Univ.), MSN, NP (F) (Texas Woman’s Univ.), Adjunct Assistant Professor
Coleen Heenan, BSN (Univ. of Brit. Col.), MS (Univ. of Portland), NP (Adult) (BCIT), Adjunct Assistant Professor
Lisa Henczel, BSN, MSN, NP (F) (Univ. of Brit. Col.), Adjunct Assistant Professor
Julia Hickey Sommerville, BSN, MC (Dalhousie Univ.), Adjunct Assistant Professor
Gwenyth Hughes, BSN (Victoria), MN (Univ. of Dundee), Adjunct Assistant Professor
June Kaminski, BScN, MSN, (Univ. of Brit. Col.), Adjunct Assistant Professor
Joanne Maclaren, BSN, MN (Victoria), Adjunct Assistant Professor
Stanley Marchuk, BSN, MN (Victoria), NP (F) (Brit Col), Adjunct Assistant Professor
Erica Maynard, BSN, MN-NP(F), (Athabasca) CNeph(c), Adjunct Assistant Professor
Caroline Murphy, BSN, MN-NP(F) (Victoria), Adjunct Assistant Professor
Grauman Neander, BA (Economics) (Swarthmore College), MA(Economics) (Clemson Univ), Adjunct Assistant Professor
Lorelei Newton, BSN, MN, PhD (Victoria), Adjunct Assistant Professor
Donna Nicholson, RN, BN, MN, NP (F), Adjunct Assistant Professor
Victor Omelchenko, MD (Univ. of Brit. Col.), MPH (George Washington Univ.), PhD (Higher Cert. Board of Ukraine), Adjunct Assistant Professor
Natasha Prodan-Bhalla, BScN, MN, NP (A), CCN (C), APRN, (BC), Adjunct Assistant Professor
Barbara Radons, BSN (Brit Col), MN, NP (F) (Victoria), Adjunct Assistant Professor
James Ronan, BSN (Texas), MN (Oregon), PhD (Arizona), Adjunct Assistant Professor
Leanne Rowand, BSN (Univ. of Brit. Col.), MSN (Victoria), Adjunct Assistant Professor
Cindy Sayre, RN, MN, (Univ. of Washington), Adjunct Assistant Professor
Kara Schick-Makaroff, BScN (Univ. of Sask), MN, PhD (Victoria), Adjunct Assistant Professor
Marion Shumay, BScN (Univ. of Sask), MN (Victoria), Adjunct Assistant Professor
Carolyn Taylor, RN, BN, MSA, Adjunct Assistant Professor
Lori Verigin, RN, BSc (Brit Col), MN, NP (Athabasca), Adjunct Assistant Professor
Laura Vicol, BSN, MN, NP (F) (Victoria), Adjunct Assistant Professor
Marie Anne Weatherby, BSN, MN (Victoria), Adjunct Assistant Professor

SCHOOL OF NURSING PROGRAMS

Bachelor of Science in Nursing (BSN)

The School of Nursing offers a program of studies leading to a BSN for registered nurses and for students continuing from our College-University Transfer BSN Program partner sites. A current list of program transfer partner institutions is available from the University of Victoria School of Nursing website: <nursing.uvic.ca>.

The School of Nursing has three campuses:

- Victoria campus, located at the University of Victoria, Victoria, BC
- Castlegar campus, located at Selkirk College, Castlegar, BC
- Yellowknife campus, located at Aurora College, Yellowknife, NT

All three campuses offer College-University Transfer BSN Program students the opportunity to complete the BSN through full-time, on-campus study. The Victoria Campus is also the administrative centre for the Post-Diploma Distance Program through which post-diploma students residing in Canada or the USA may complete the BSN degree program by distance education.

The purpose of these programs is to educate nurses to work with individuals, families, groups or communities from a health promotion perspective and an ethic of caring. The curriculum is based on a philosophy which reflects a commitment to implement a phenomenological and socially critical curriculum which considers the changing health care needs of our society. The philosophy is considered to be alive and evolving. Emerging from the philosophy is the metaconcept of caring. Caring is understood as the attitude and activity of nursing, and is considered in every nursing course.

Emerging from this philosophical orientation is a health promotion perspective that has been used as a conceptual framework to organize the curriculum. This framework acknowledges the need for a socio-ecological perspective with a multidisciplinary focus. This shift in focus from illness to health represents a deliberate move away from a medical model to an understanding of nurses’ work as focusing on people and their experiences with health and healing. Inherent in this orientation is the use of innovative teaching methodologies which encourage
the development of critical thinking, discovery of personal meaning and empowerment.

Another unique feature of this curriculum is the emphasis on practice experience as the foundation of nursing theory and the recognition that nurses’ work requires thoughtful, reflective action as defined by the concept of praxis. To assist in actualizing the concept of praxis, nursing practice experiences have been planned and integrated throughout the program of studies.

The University of Victoria School of Nursing offers students two learning options, described below.

**College-Univeristy Transfer BSN Program**

**Victoria, Castlegar and Yellowknife Campuses**

This option requires completion of the program of studies in its entirety, leading to the degree of BSN. Students choosing this option enter the program at a designated program transfer partner institution. On completion of five terms and two consolidated practice experiences, students, if admitted, may transfer to the University of Victoria School of Nursing in order to complete four additional terms to graduate with a BSN degree.

Registration priority in distance education courses is normally granted to post-diploma program distance students.

If there is a discrepancy between the scheduled dates for reading break in the UVic, Selkirk and Aurora calendars, the Selkirk and Aurora dates will be considered correct for students attending on those campuses only.

**Post-Diploma Program (Distance Education)**

**Please Note: No new students will be admitted**

The entire BSN program is available to post-diploma students in Canada and the USA by distance learning. Distance education courses are offered according to a pre-planned schedule. Most core courses are offered three terms per year, and advanced nursing electives are usually offered once a year.

Courses are delivered over a 13 week period using online course management systems. Students are required to participate throughout the course in individual and group learning activities and discussion groups.

Registration priority in on-campus core nursing courses and nursing elective courses is granted to on-campus College-University Transfer BSN program students. Post-diploma students may apply to register in on-campus courses, space permitting, on a case-by-case basis.

**SCHOOL ADMISSION REQUIREMENTS**

**Entry Dates**

The School of Nursing admits to the College-University Transfer BSN Program on an annual basis for January entry. The deadline for the submission of complete applications is September 30.

**College-University Transfer BSN Program Admission Requirements**

**Victoria, Castlegar and Yellowknife Campuses**

*Please note that acceptance to and completion of the college portion of the program does not ensure a place in the University of Victoria School of Nursing; students are admitted to the program as resources permit in accordance with a selection process developed by the School of Nursing.*

Students continuing from program transfer partner institutions must:

1. Meet UVic admission requirements (including the UVic Academic Writing Requirement) when entering the School of Nursing at UVic.
2. Successfully complete all courses in Terms 1-5, and the two consolidated practice experiences, with a cumulative GPA equivalent to 3.0 (C+) on the UVic 9.0 point scale. (Please note that college and UVic GPAs may not be equivalent. UVic includes repeated and failed courses in the GPA calculation for all required term 1-5 courses, including the required English, Biology and elective courses). Students who fail any required course(s) in terms 1-5 must successfully repeat the course prior to acceptance to UVic. Students who fail a nursing practice course in terms 1-5 will be placed on nursing practice probation for the duration of their program at UVic. The privilege to repeat a failed nursing practice course is allowed only once in the program (Years 1 to 4).

Admission to the BSN program is provisional pending receipt of a final official transcript indicating satisfactory completion of term 5. For students applying mid-program from a program transfer partner institution, please see the entry “Additional Requirements.”

3. Complete a University of Victoria Application for Admission to the University of Victoria to Undergraduate Admissions (new applicants) or an Undergraduate Faculty/Program Change Request Form to Undergraduate Records (returning UVic students).

4. Victoria on-campus students provide evidence of successful completion of a basic life support level-C course or higher. The certificate must be valid through completion of term six. *(CPR certification is valid for two years beginning from the date of issue.)* A valid CPR level-C certificate or higher must be maintained for the duration of the Nursing program.* Please note: Online certification or recertification will not be accepted for College-University Transfer BSN Program students.

5. Victoria on-campus students must be fit-tested before initial use of their personal respirators and annually thereafter while in the BSN program, and they must provide evidence of a personal respirator quantitative fit-test prior to attending any practice placement.*

6. All students entering the College-University Transfer BSN Program must have access to the Internet and a UVic email account.
address for the duration of the program. Email is used for university communications, including emails from instructors and important notices. Email accounts may be accessed online as well as through email clients. The UVic email address will be used without exception for all communication from the School of Nursing.

7. Victoria on-campus students complete an HSPNet consent form for use and disclosure of student information for practicum purposes.*
8. Victoria on-campus students will be required to sign an Island Health confidentiality agreement.*

* Students at Selkirk College and Aurora College please contact the faculty member responsible for practice placements regarding local practice regulations and requirements.

**Post-Diploma Program Admission Requirements**

Please Note: No new students will be admitted

Each applicant is assessed individually by the School of Nursing. For post-diploma entry to the University of Victoria and the Bachelor of Science in Nursing program, an applicant must:

1. Normally be a resident in Canada or the USA throughout the duration of the program. Note: Students applying from the USA have additional admission requirements. Please contact an adviser for further information.
2. Complete a University of Victoria Application for Admission to the University of Victoria to Undergraduate Admissions (new applicants) or an Undergraduate Faculty/Program Change Request Form to Undergraduate Records (returning UVic students).
3. Provide official verification of active practicing registration as a Registered Nurse (or the equivalent in the jurisdiction(s) in which the student is taking the program). Active practicing registration must be maintained for the duration of the program.
4. Provide an official transcript from all post-secondary educational institutes previously attended.
5. All students entering the BSN Distance Education program must have access to high speed internet and email for the duration of the program.

**Additional Requirements for All Programs**

1. All individuals working in health care (Health Care Staff*) should be protected against vaccinepreventable diseases. All students and faculty visiting health service delivery sites for clinical placements are considered Health Care Staff and must follow provincial and Receiving Agency immunization guidelines and policies. Such policies are based on the Communicable Diseases and Immunization Guidelines from the BC Centre for Disease Control and the Canadian Public Health Agency.
2. All students must keep immunizations updated and provide documentation of current immunizations to practice agencies when required.
3. Students require a UVic Netlink ID with a UVic email address. All communication from the School of Nursing will be forwarded to the UVic email address without exception.
4. The School has the same expectation for participation in web based or blended learning activities as they have for participation in face-to-face learning activities.
5. It is the responsibility of students transferring to UVic part-way through year 3 or 4 to contact an academic adviser for information regarding admission procedures, residency requirements and course sequencing. Students transferring mid-program may be required to repeat course work to meet graduation requirements.
6. Visiting students who are completing courses on a letter of permission at UVic must also complete a School of Nursing application form, and provide official copies of all post secondary transcripts and practice appraisal forms.

Note: All Students must maintain basic and extended health care insurance coverage throughout the program.

**REGISTERED NURSE TO MASTER OF NURSING**

Please Note: No new students will be admitted

Application Guidelines (Please note that this is a two-step application process.) The first step is the application to the BSN program and the second step is the application to the Graduate Program.

The three year full-time distance education RN to MN program is specifically designed for Registered Nurses intending to complete a Bachelor of Science in Nursing degree (BSN) and continue to the Master of Nursing degree (MN-Advanced Practice Leadership or MN-Nurse Education Options only) immediately upon completion. Applicants eligible to enroll in this program must be residents in Canada or the USA. This program is not open to International applicants residing outside of North America. You must be a registered nurse to be admitted to this program.

**Criteria For Selection of Applicants**

The following admission criteria have been established to ensure that applicants to the RN to MN program are prepared to successfully satisfy the nursing and education schedule of this three year full-time distance education program.

- Minimum overall grade point average (GPA) of 6.0 (B+) on the UVic scale of 9.0
- Minimum of 3 years work experience as a Registered Nurse in Canada or the USA
- Portfolio which includes evidence of significant accomplishments in the nursing profession and an indication of your ability to be successful in this program
• Statement of Intent which reflects your commitment to lifelong learning, reflective practice and critical thinking
• An employer’s letter of reference
• Interview

**Application Guidelines & Deadlines**

The application deadline for this program option which begins in September is March 31st.

Please contact the Coordinator Student Affairs in the School of Nursing or nursing@uvic.ca for further information.

**SCHOOL ACADEMIC REGULATIONS**

**Professional Conduct and Student Progression**

**Student Progress and Information Sharing**

Within the University of Victoria School of Nursing, we are committed to open, transparent processes of evaluation. This means that we encourage students to be proactive in approaching their instructors about past progress and challenges as each new course starts. Faculty and staff at the School of Nursing work as a team to maximize learning opportunities and enhance the quality of instruction. Evaluative feedback about current and past student progress is shared by course instructors with other faculty or staff in the School of Nursing as needed in order to promote student success.

All students in the School of Nursing must follow the faculty’s “Guidelines for Professional Conduct” and “Regulations Concerning Practica”, page <OV>, and be aware of the consequences of unprofessional conduct, and are subject to the provisions of the Canadian Nurses’ Association (CNA) Code of Ethics for Registered Nurses and the College of Registered Nurses of British Columbia (CRNBC) professional and/or practice standards (or the equivalent in the province/territory/state in which the student practises). In addition to the above, the following School of Nursing practice regulations apply:

1. Where a student is enrolled in a Nursing Practice course (including NURS 345, 351, 370, 431, 456, 470, 475, 491, 495) and there are reasonable grounds to believe that the conduct or lack of competence of a student enrolled in a nursing practice course has adversely affected or may adversely affect, those associated with the practice placement including:
   a) clients and/or their families;
   b) student peers; or
   c) health care professionals, agency volunteers or others in health related fields liaising with the UVic BSN program (CRNBC) professional and/or practice standards (or the equivalent in the province/territory/state in which the student practises), the course instructor may then:
      a) restrict activities of the student in the course in such a manner as the instructor deems appropriate and/or
      b) suspend the student’s continued participation in the course prior to the course end date and/or
      c) assign a failing grade (grade of F or N) to the student’s performance in the course and report the failure to the designated committee.

2. The School of Nursing designated committee will review a student's enrolment in a nursing practice course (including review of practice appraisals) and/or the nursing degree program where:
   a) failing grade (F or N) has been assigned to the student’s performance in a course;
   b) a report has been received that a student has breached the HSD Faculty Guidelines for Professional Conduct and the Regulations Concerning Practica, the Canadian Nurses’ Association (CNA) Code of Ethics for Registered Nurses or the College of Registered Nurses of British Columbia (CRNBC) professional and/or practice standards (or the provincial/territorial or state equivalent where the student’s practicum is taking place).

After receiving a written request from the student and giving the student an opportunity to be heard by telephone conference call, or in person, the designated committee may permit a student to retake a course in which a student has been assigned a failing grade (with or without additional requirements/conditions) OR require the student to withdraw from a nursing program in which the student is enrolled.

Practice courses, and the corequisite theory course where applicable, in deferred status must be completed prior to starting a subsequent practice course. Normally, a student must pass both theory and practice corequisites (e.g. NURS 350 & 351, 430 & 431 or 430 & 456) in the same term to advance to the next academic session.

**Program Completion Limit**

The nursing program at the University of Victoria must normally be completed:

- College-University Transfer BSN Program: within seven years from the date of admission to the School of Nursing at the designated program transfer partner institutions
- Post-Diploma Program: within six years

The School may require students to reapply for admission and stipulate conditions if the program is not completed within the designated time limits. Students seeking readmission to the School may be required to repeat nursing courses previously completed if, in the judgement of the Director or designate,
Curriculum changes or the length of interruption are sufficient to render the applicant inadequately prepared for the courses.

**Standing**

All students must maintain a cumulative GPA of 3.0 and a grade of C or higher in any core nursing course or other required course to proceed through the program and graduate. If the student receives a final grade of less than C in any core nursing course or other required course the student will be required to repeat the same course before advancing to the next academic session. A minimum final grade of C is required for all BSN program elective courses. Students who fall below this level will be required to discuss their program with the Director of the School or designate, and may be required to withdraw.

Students who do not meet the minimum GPA standard required for progression in the School of Nursing may at the discretion of the Director or designate be placed on faculty probation.

Normally, all students registered in any nursing practice course must pass each course before proceeding further through the program. Students may, with permission of the designated committee, repeat a failed nursing practice course and will be placed on nursing practice probation for the remainder of the program. The privilege to repeat a failed nursing practice course is allowed only once in the program (years 1 to 4 for continuing students and years 3 and 4 for post-diploma students). (See also “Professional Conduct and Student Progression”, above).

Students who have failed two practice courses in the program will be required to withdraw. All failed or incomplete course grades are permanently recorded on official transcripts, including notations of probationary status and required-to-withdraw status. Students may follow the UVic appeal procedures regarding failed grades and required-to-withdraw status. The first step in any appeal is the Director, School of Nursing, followed by the Dean of the Faculty, HSD, then the Senate Committee on Appeals.

**Course Challenge**

The School of Nursing does not permit students to gain credit by course challenge.

**Nursing Practice Requirements**

Nursing practice experiences are essential in the nursing program. It may not be possible to arrange nursing practice experiences in the location and at the time preferred by students. Students must arrange their own transportation. Travel and accommodation arrangements and costs associated with practice experiences are the responsibility of the student. Students are not permitted to transport clients, field guides, instructors, etc. when using their own vehicles for practice.

**Agency Orientation/Instruction**

If not already completed, or as mandated by the agency prior to or at the start of a practice experience, students must fulfill the requirements for student orientation, access to health records and medication management instruction.

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**Code of Ethics and Standards of Practice**

All students must adhere to the Canadian Nurses’ Association (CNA) Code of Ethics for Registered Nurses and to the professional and practice standards (or equivalent) of the Registered Nurses’ licensing organization in the jurisdiction in which they are undertaking their practice experience. Students who fail to adhere to these codes and standards may be required to withdraw from the program.

Please refer to the faculty’s “Guidelines for Professional Conduct” and “Regulations Concerning Practica” on page 194.

**Regulations Concerning Practica**

**General Practicum Policies**

The faculty reserves the right to approve any agency or institution that provides placements for student practica, and to change any placement assigned to a student. The student, however, has the right to be informed in writing of the reasons for any change in placement. While the faculty accepts a responsibility to provide a sufficient number of practicum opportunities to serve the needs of all registered students, a student may be required to withdraw from a practicum course if none of the available practicum agencies will accept the student. It is the responsibility of the course instructor to inform students of the criteria by which unprofessional conduct will be judged in the practicum setting.

**Fitness to Practice**

College-University Transfer BSN Program and Post-Diploma students enrolled in the School of Nursing BSN program at the University of Victoria are required to meet the standards for fitness to practice as defined by the College of Registered Nurses of British Columbia document, “Fitness to Practice: The Challenge to Maintain Physical, Mental and Emotional Health” available at <www.crnbc.ca/Standards/Lists/StandardResources/329FitnessToPractice.pdf>. Students must notify their instructor(s) of any absence from a scheduled practice experience and complete the missed practice hours within the official scheduled course dates.

**Practica Dates**

The dates of practica will be established by each School or program, and will be announced to the students involved at the beginning of each term.

**Attendance**

Attendance at practicum activities is required. Students are expected to notify the placement agency whenever practicum appointments cannot be kept, and also to inform the course instructor. Failure to do so may result in a student being withdrawn from the practicum setting.

**Denial and Withdrawal**

**Denial**

Students will be denied the practicum experience if their preparatory work is considered unsatisfactory.
Temporary Withdrawal of Students Pending Report

A student may be required to withdraw temporarily from a practicum if, during the course of a term, there are reasonable grounds to believe that the conduct or lack of competence of a student enrolled in the practicum has adversely affected or may adversely affect:

- clients or pupils, or
- personnel, including students associated with the practicum

The student will be required to withdraw temporarily pending the receipt of a report on the conduct and lack of competence of the student. This written report from the course instructor will normally be provided to the student within 10 business days of the withdrawal.

Withdrawal

After giving the student an opportunity to be heard, the Instructor may require a student to withdraw from the practicum if the Instructor is satisfied that the student's conduct or lack of competence may adversely affect members of any of the groups identified in the paragraph above.

Voluntary Withdrawal

Students seeking voluntary withdrawal from a practicum whether permanent or temporary, must first speak with the academic adviser.

Termination of Practicum by Placement Agency

In situations where a practicum is terminated by the agency, the student will be informed in writing of the reasons for termination, by the Instructor of record within 15 business days of the termination. After giving the student an opportunity to be heard, the Director or designate will determine appropriate action: 1) withdrawal from the School; 2) additional preparatory work; 3) placement in a different practicum setting.

Practicum Evaluation Documentation

If a student withdraws from practicum or is required to withdraw from practicum by their School, all practicum evaluation materials to date of withdrawal will remain on their student file and may be taken into account in determining whether their preparatory work is satisfactory to enter a subsequent practicum.

Readmission

Students who have withdrawn from a practicum for whatever reason who later wish to reenter the practicum must apply for readmission to the course and should not assume that readmission is guaranteed.

Appeals

The normal avenues of final appeal, page 42, are available to students who have been required to withdraw from a practicum. Students in the Faculty of Human and Social Development may follow regular appeal procedures within the faculty.

Criminal Record Reviews

Most practice agencies require the completion of a Criminal Record Review/Check prior to accepting the student's placement in the agency. Any costs related to this are the responsibility of the individual student. Students who do not complete the Criminal Record Review are usually unable to obtain a practice placement.

Registered nurses in BC have a Criminal Record Review completed with their CRNBC registration. Registered nurses undertaking practice experiences in a jurisdiction outside BC are responsible to ensure they have a Criminal Record Review or equivalent if required by their practice experience agency.

Registered nurses applying to, or registered in, the program with criminal convictions are advised to contact the appropriate registered nurses' association with regard to specific questions involving criminal convictions and ability to register as a nurse in the jurisdiction in which they are undertaking their practice experience.

College-University Transfer BSN Program unlicensed students should contact the Student Adviser about the current process to follow, and are required to provide documentation upon application to the BSN program.

Current Basic Life Support Certificate

All students must provide evidence of successful completion of a basic life support level-C course or higher. Current CPR level-C certification or higher must be on file in the School of Nursing for students to remain registered in the program. CPR certification is valid for two years beginning from the date of issue. All costs and responsibilities associated with this are the responsibility of the individual student. College-University Transfer BSN Program unlicensed students must ensure that the CPR certificate is valid through completion of term six at the University of Victoria.

Health Insurance Coverage

All students must maintain basic and extended health care insurance coverage throughout the duration of the program.

Immunizations

Many agencies require proof of current immunizations. All costs and responsibilities associated with this are the responsibility of the individual student and must be provided to the agency upon request.

Oath of Confidentiality

Some agencies may require students to take an Oath of Confidentiality.

Personal Respirator Fit Testing

Students must be fit-tested before initial use of their personal respirators and annually thereafter while in the BSN program, and they must provide evidence of a personal respirator quantitative fit-test prior to attending any practice placement and to remain registered in the program.
Practicing Registration (Post-Diploma students only) and Malpractice Insurance (Post-Diploma USA students only)

In addition to the above requirements, all post-diploma students must have active practising registration as a Registered Nurse or the equivalent registration for the jurisdiction in which they are undertaking their practice experience. Periodically, information provided by students will be checked. Please note that students studying outside of BC are required to submit verification of active practising registration to the School of Nursing annually. Students studying in the US must also provide proof of current malpractice insurance, annually, for the duration of the program.

Post-diploma students may complete practice requirements in their place of work during paid working hours if arrangements have been negotiated with the workplace according to School of Nursing guidelines. Appropriate documentation must be submitted to the School of Nursing prior to practice commencement. Contact the Practica Coordinator for further information and guidelines.

BSN Graduation Requirements

Minimum Degree Requirements

A minimum of 21 units of course work must be done through the University of Victoria by all students, although students are encouraged to complete as much of their course work as possible from the University of Victoria.

To meet University of Victoria graduation requirements, at least 21 units must be numbered at the 300 or 400 level (see “Minimum Degree Requirements for Graduation” on page 41).

Candidates for the BSN degree must meet the minimum degree requirements for a bachelor’s degree outlined under “Minimum Degree Requirements for Graduation”, page 41. Students should note in particular the “Academic Writing Requirement” on page 31.

College-University Transfer BSN Program students must complete 31.5 units of course work of which no more than 1.5 units may be transfer credit.

Post-diploma students must complete 24 units of course work of which no more than 1.5 units may be transfer credit.

Advanced Standing and Transfer Credit

Post-Diploma

Students who have completed a Nursing diploma program at a recognized post-secondary educational institution are eligible to receive block credit upon admission to the BSN program (30 units for a two year nursing diploma). This does not include non-credit vocational or continuing studies certificates or diplomas. The School does not provide course challenge credit. The School does not provide course challenge credit.

Students may be permitted, with the approval of the Director or designate, to present up to 1.5 units of transfer credit from institutions other than the University of Victoria. Course work can be completed college or university level post-basic certificate/diploma programs and/or approved university-level nursing and/or non-nursing courses. Students are advised to ensure the acceptability of such courses by the School of Nursing before enrolling in them.

Limitations of Additional Credit for Post-Diploma Students

Students accepted into the Post-Diploma BSN program who have completed post-basic professional training may be granted 1.5 units of credit for that professional training towards the Bachelor of Science in Nursing degree. This is granted at the discretion of the Director or designate in consultation with Faculty within the department.

Registered nurses who have taken post-basic nursing specialty programs are eligible for consideration for credit for a period of ten years from the date of completion. Additional criteria required to consider individual requests after this ten year period include confirmation that the applicant has consistently been working in the area of specialty since completion of the post-basic speciality program (demonstrating continuing competency). The School of Nursing reserves the right to deny transfer credit for any coursework/certificate.

College-University Transfer BSN Program

College-University Transfer BSN Program students who have successfully completed terms 1-5 with an overall GPA of 3.0 (C+) or higher on the UVic scale of 9.0 at one of our College-University Transfer BSN Program partner sites receive 30.0 units of block credit upon admission.

Limitations of Additional Credit for College-University Transfer BSN Program Students

A total maximum of 7.5 units of transfer credit (applied to English, Anatomy, Physiology, Philosophy 250 or the non-Nursing electives) may be awarded from a previous undergraduate degree from a recognized post-secondary educational institution or university transfer courses towards terms 1-5 of the BSN program. The awarding of transfer credit towards course equivalents in term 1-5 does not preclude the additional 1.5 units of transfer credit that may be awarded in terms 6-8 of the four year BSN program.

Students who have completed the entire first year coursework in a nursing program (excluding electives) at their resident educational institute or more are considered “relocation students” and therefore, transfer credit limitations are not applicable. (Note: BSN program completion timelines normally apply; see Program Completion Limit - UVic Undergraduate calendar.)

Time Limit

A seven year time limit will be applied to the following nursing core courses: Anatomy, Physiology, Pathophysiology and Biomedical Ethics (NURS, BIOL and PHIL). These courses must have been completed within 7 years prior to the first day in term one (at our partner sites) of the BSN program start to be applied
towards the BSN degree. Should a student delay the start of their program, the applicability of the transfer credit will be reassessed at the point of entry to the BSN program.

**Note:** The course credit time limit does not apply to English (or courses designated as fulfilling the Academic Writing Requirement (AWR) or courses used toward fulfilling the non-nursing elective requirements.

**University Academic Writing Requirement (AWR)**

All students must meet the “Academic Writing Requirement”, page 31.

Post-diploma students who do not meet the University of Victoria’s Academic Writing Requirement upon admission to the program are advised to register in 1.5 units of an AWR-designated course (ENGL 135, 146, 147, ENGR 110) during their first or second term of study in the program. Please consult the appropriate online timetable for registration information, or contact the School of Nursing Adviser.

Early completion of the Academic Writing Requirement will facilitate writing academic papers. Students who have not satisfied the AWR by the time they have completed their second term of study will be ineligible for reauthorization and registration in future sessions until the requirement is satisfied.

Completion of an AWR-designated course will satisfy the non-nursing elective requirement in the program, if needed.

It is strongly recommended that all students admitted to the UVic post-diploma BSN program enroll in NURS 400 (Academic Writing for Nurses) within the first academic year of their program.

**College-University Transfer BSN Program (Victoria Campus): Curriculum Course Sequence**

**Please Note:** Students completing term 5 at College of the Rockies in Cranbrook, BC will be expected to transfer to UVic in term 6 to complete BSN program requirements.

**Term 6**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 341 (1.5)</td>
<td>Professional Practice IV: Nursing Inquiry</td>
</tr>
<tr>
<td>NURS 342 (1.5)</td>
<td>Health and Healing VI: Global Health Issues</td>
</tr>
<tr>
<td>NURS 350 (1.5)</td>
<td>Health and Healing VII: Promoting Community and Societal Health</td>
</tr>
<tr>
<td>NURS 360 (1.5)</td>
<td>Professional Practice VI: Nursing Research</td>
</tr>
<tr>
<td>Non-nursing or nursing elective</td>
<td></td>
</tr>
</tbody>
</table>

1. A non-nursing elective may be 100- to 400-level university transferrable course in any discipline other than nursing. A nursing elective may be a 300- or 400-level university transferrable nursing elective but does not replace the 4th year nursing elective required for BSN graduation. This elective BSN program requirement is waived on admission for students with a previous degree from an accredited post-secondary educational institution.

**Term 7**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 430 (1.5)</td>
<td>Professional Practice V: Leadership in Nursing</td>
</tr>
<tr>
<td>NURS 456 (1.5)</td>
<td>Nursing Practice VI: Nursing within Communities and Health Systems</td>
</tr>
<tr>
<td>NURS 425 (1.5)</td>
<td>Qualitative and Quantitative Analysis or NURS 480 (1.5) Statistics for Evidence-Based Practice</td>
</tr>
<tr>
<td>Nursing elective</td>
<td>chosen from the list of electives below (1.5)</td>
</tr>
</tbody>
</table>

2. 400-level nursing course offered at UVic (exceptions will only be made for students accepted into the Emergency Department (ED) program in Victoria or in rural partner sites upon approval of the Director or designate)

**Term 8**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 475 (4.5)</td>
<td>Consolidated Practice Experience V</td>
</tr>
<tr>
<td>NURS 491 (4.5)</td>
<td>Nursing Practice VIII: Transitions</td>
</tr>
</tbody>
</table>

Note: College-University Transfer BSN Program students register in a single section for each practice and co-requisite theory course in consideration of maximizing support for students working in the same agency, unit, particular contexts of practice, and other organizing factors. Prior to the start of term, the School of Nursing will register students into specific sections.

**College-University Transfer BSN Program (Aurora College & Selkirk College): Curriculum Course Sequence**

**Term 6**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 341 (1.5)</td>
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</tr>
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<td>Non-nursing or nursing elective</td>
<td></td>
</tr>
</tbody>
</table>

1. A non-nursing elective may be a 100- to 400-level university transferrable course in any discipline other than nursing. A nursing elective may be a 300- or 400-level university transferrable nursing elective but does not replace the 4th year nursing elective required for BSN graduation. This elective BSN program requirement is waived on admission for students with a previous degree from an accredited post-secondary educational institution.

**Term 7**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 370 (4.5)</td>
<td>Consolidated Practice Experience III</td>
</tr>
<tr>
<td>NURS 470 (4.5)</td>
<td>Consolidated Practice Experience IV</td>
</tr>
</tbody>
</table>

**Term 7**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
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1. A non-nursing elective may be a 100- to 400-level university transferrable course in any discipline other than nursing. A nursing elective may be a 300- or 400-level university transferrable nursing elective but does not replace the 4th year nursing elective required for BSN graduation. This elective BSN program requirement is waived on admission for students with a previous degree from an accredited post-secondary educational institution.

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</tr>
</tbody>
</table>

Note: College-University Transfer BSN Program students register in a single section for each practice and co-requisite theory course in consideration of maximizing support for students working in the same agency, unit, particular contexts of practice, and other organizing factors. Prior to the start of term, the School of Nursing will register students into specific sections.
Term 7

NURS 360 (1.5)  Professional Practice V: Nursing Research
NURS 430 (1.5)  Professional Practice V: Leadership in Nursing
NURS 431 (1.5)  Nursing Practice VII: Engaging in Leadership
Nursing elective² chosen from the list of electives below (1.5)

2. 400-level nursing course offered at UVic (exceptions will only be made for students accepted into the Emergency Department (ED) program in Victoria or in rural partner sites upon approval of the Director or designate)

Term 8

NURS 475 (4.5)  Consolidated Practice Experience V
NURS 491 (4.5)  Nursing Practice VIII: Transitions

Note: Due to curriculum changes student transfer into the program beyond term six at the Victoria campus, Victoria, BC will no longer be available.

Post-Diploma Students: Curriculum Course Sequence

Please Note: No new students will be admitted

NURS 325, 341 and 345 must be successfully completed prior to commencing practice courses.

300 Level

NURS 325¹ (1.5)  Explorations of Nursing Knowledge and Practice
NURS 341 (1.5)  Professional Practice IV: Nursing Inquiry
NURS 342² (1.5)  Health and Healing VI: Global Health Issues
NURS 345 (3.0)  Family Nursing
NURS 350 (1.5)  Health and Healing VII: Promoting Community and Societal Health
NURS 351 (1.5)  Nursing Practice VI: Promoting Health of Communities and Society
NURS 360 (1.5)  Professional Practice VI: Nursing Research

Non-nursing elective³ (1.5)

1. NURS 325 is normally the required first course in the BSN program.
2. Students admitted to the School of Nursing prior to September 2012 may use NURS 342 to satisfy a nursing elective BSN program course requirement.
3. A 100- to 400-level university transferrable course in any discipline other than nursing. This non-nursing elective BSN program requirement is waived on admission for students with a previous degree from an accredited post-secondary educational institution.

400 Level

NURS 430 (1.5)  Professional Practice V: Leadership in Nursing
NURS 431 (1.5)  Nursing Practice VII: Engaging in Leadership

Nursing Electives*

NURS 400 (1.5)  Academic Writing for Nurses
NURS 425 (1.5)  Qualitative and Quantitative Analysis
NURS 450 (1.5)  Nursing Leadership and Management
NURS 481C (1.5)  Nursing Practice in Hospice Palliative Care
NURS 482 (1.5)  Pharmacological Knowledge for Nursing Practice
NURS 483 (1.5)  Teaching and Learning in Nursing Practice
NURS 484 (1.5)  Nursing With Aboriginal Peoples in Canada
NURS 486 (1.5)  Mental Health Challenges in Later Life
NURS 487 (1.5)  Health Care Law
NURS 488 (1.5)  Gendering Health Care Practices in Nursing
NURS 489 (1.5)  Culture and Health
NURS 493A (1.5)  Community Health Nursing
NURS 493C (1.5)  Lived Experience of Health in Aging
NURS 496 (1.5)  Nursing with Childbearing Families
HSD 400¹ (1.5)  Policy in the Human Services
HSD 401¹ (1.5)  Women in the Human Services

¹ Nursing elective courses may not be offered each year

Credit for a non-University of Victoria Nursing elective requires permission of the department.

1. May be used to satisfy either a Nursing or non-Nursing elective.

School of Public Administration

Catherine Althaus, BComm, PhD (Griffith), Director of the School of Public Administration and Associate Professor
Herman Bakvis, BA (Queen’s), MA, PhD (UBC), Professor
J. Barton Cunningham, BA (Brigham Young), MPA, PhD (USC), Professor
Budd L. Hall, BA, MA (MI), PhD (UCLA), Professor
Evert A. Lindquist, BA (Carleton), MA (UWO), MPP, PhD (California-Berkeley), Professor
James N. MacGregor, MA (Glasgow), MSc, PhD (UVic), Professor
James C. McDavid, BA, MA (UofA), MA, PhD (IN), Professor
Emmanuel Brunet-Jailly, LLB (Aix-en-Provence), MA (Virginia Polytechnic Institute), MA (Sorbonne), PhD (UWO), Professor
Tara Ney, BA, MA (UVic), PhD (Southampton), Associate Professor
Lynne M. Siemens, BA (Waterloo), MA (UofA), MA (UofT), PhD (Hertfordshire), Associate Professor
Rebecca N. Warburton, BA (Cornell), MSc (London School of Economics), PhD (London), Associate Professor
Lynda Gagné, BA, MA (SFU), PhD (UBC), Assistant Professor
Richard T. Marcy, BA (Buffalo), MS, PhD (OK), Assistant Professor
Lindsay Tedds, BA Political Science (Carleton), BA Economics, MA (UVic), PhD (McMaster), Associate Professor
Kimberly Speers, BA (Waterloo), MA (Queen’s), MPA (Carleton), PhD (UofA), Assistant Teaching Professor
M. Jerry McHale, Q.C., BA (Sask), MA (UofT), LLB (UofA), Lam Chair in Law and Public Policy (Joint appointment with the Faculty of Law)
Thea Vakil, BA, MSC (UBC), PhD (UVic) Associate Director of the School of Public Administration and Associate Professor
Marcia Dawson, CAAG, DPSM, BA (UVic), Program Manager
Heather Kirkham, BA (Lethbridge), Program Manager
Wendy Swan, BA (UVic), Program Manager
Silvia Dulc, BFA, Academic Administrative Officer
Barbara Svec, MPA (UVic), Co-operative Education Coordinator

Emeritus, Visiting, and Adjunct Appointments
Robert L. Bish, PhD (IN), Professor Emeritus
Oliver Brandes, LLB (UVic), Adjunct Professor
James Cott, MA (Edinburgh), MA, PhD (UofT), Professor Emeritus
A. Rodney Dobell, BA, MA (UBC), PhD (MIT), Professor Emeritus
John J. Jackson, MSc (Ottawa), PhD (UofA), Professor Emeritus
John Langford, BA (Carleton), MA (Oxford), PhD (McGill), Professor Emeritus
Hartmut J. Will, Dipl-Kfm (FU, Berlin), PhD (Ilm), Professor Emeritus
Leslie Brown, BSW (Regina), MPA, PhD (UVic), Adjunct Professor
John L. Fryer, BSc (London), MA (Pitt), Adjunct Professor
David A. Good, M City Planning (Pennsylvania), MPP, PhD (California-Berkeley), Adjunct Professor
Laurie Jackson, BSc, MEd (UofA), PhD (UVic), Adjunct Professor
Harvey Lazar, BSc (McGill), MA (UBC), PhD (LSE), Adjunct Professor
Michelle LeBaron, MA (SFU), LLB (UBC), Adjunct Professor
Catherine Morris, JD (UofA), LLM (UBC), Adjunct Professor
Victor Murray, BA (Manitoba), MA (Minn), PhD (Cornell), Adjunct Professor
Gordon Smith, PhD (MIT), Adjunct Professor

Kimberly Speers, BA (Waterloo), MA (Queen’s), MPA (Carleton), PhD (UofA), Adjunct Professor
Ryan Compton, PhD (Washington U, St. Louis), Adjunct Associate Professor
Evelyn (Lyn) Davis, PhD (Florida State), Adjunct Associate Professor
Dale Wall, BA (SFU), MPA (UVic), Adjunct Associate Professor
Michelle Brady, BA (Honours) (Murdock), PhD (UofA), Adjunct Assistant Professor
Tracy Byrne, PhD (Glasgow), Adjunct Assistant Professor
Peter R. Elson, PhD (UofT), Adjunct Assistant Professor
Allison M. Habkirk, BA (UVic), MA (UBC), MPA (UVic), Adjunct Assistant Professor
Yvonne Harrison, PhD (UVic), Adjunct Assistant Professor
Sabine Lehr, BA (Open University), MBA (London), PhD (UVic), Adjunct Assistant Professor
Marion Little, MADR (UVic) Adjunct Assistant Professor
Gordon McIntosh, PhD (UVic) Adjunct Assistant Professor
Brant Popp, MPA (UVic), Adjunct Assistant Professor
Carol-Anne Rolph, MA (UofA), MPP (California, Berkeley), Adjunct Assistant Professor
Sam Weller, CA, MBA, Adjunct Assistant Professor
Veda Weselake, BA (UofM), MA (UofM), Adjunct Assistant Professor

PUBLIC ADMINISTRATION PROGRAMS

Academic Writing Requirement
Diploma and Professional Specialization Certificate students are not required to meet the UVic Academic Writing Requirement unless they subsequently enter a degree program. However, students enrolled in the Diploma in Public Sector Management and Diploma in Local Government Management should enrol in ADMN 316 early in their program.

Advanced Standing and Transfer Credit
The School may allow up to 4.5 units of transfer credit or waivers towards Diploma requirements (see programs for specific details).

Course Challenge
The School does not provide course challenge credit.

Graduate Programs
For information on studies leading to the MPA Degree, see the UVic Graduate Calendar.

Undergraduate Course Availability
Courses in the School’s undergraduate Diploma, Professional Specialization Certificate and Minor in Public Administration Programs are offered subject to availability based on enrolments and funding.
How to Apply to Undergraduate Diplomas or Professional Specialization Certificate Programs

Applicants new to UVic

Submit to the Office of the Registrar:
- An undergraduate UVic application for admission;
- Required official transcripts;
- 500-word statement of intent addressed to the Director, School of Public Administration; and
- Résumé.

Returning or current UVic students

Submit to Undergraduate Records:
- An Undergraduate Reregistration and Faculty/Program Change form;
- Required official transcripts.

Submit to the School of Public Administration (spadipl@uvic.ca):
- 500-word statement of intent addressed to the Director, School of Public Administration; and
- Résumé.

Diploma in Public Sector Management

The School of Public Administration offers a part-time, off-campus program of studies leading to the Diploma in Public Sector Management, which is available via distance education plus (in some courses) workshops. The program is intended for practicing or prospective managers in the public and non-profit sectors who wish to acquire the skills and background necessary for effective and responsible management, and who are interested in broadening their understanding of the administrative process.

The Diploma will be awarded upon successful completion of 11 courses or 16.5 units, with an overall GPA of at least 2.0.

Admission

Courses are taught at a level which is consistent with other third- and fourth-year undergraduate courses offered at the University of Victoria; applicants will be required to demonstrate that they possess the academic proficiency necessary to benefit fully from the program.

Students without a bachelor’s degree will normally be expected to have completed the equivalent of at least the first two years of post-secondary at university or at institutions such as BCIT, community colleges or recognized professional associations.

Candidates without formal post-secondary qualifications but with demonstrable appropriate experience may be admitted as conditional students, with continuation in the program subject to performance in the first three courses with a grade of C+ or better.

In addition to academic background, all applicants should have a minimum of three years’ experience in dealing with issues characteristic of the public sector and/or non-profit sector. A limited number of students not formally admitted to the program may register for individual courses with the permission of the Director of the School of Public Administration. Inquiries about the program should be forwarded to:

Program Manager
Diploma in Public Sector Management
School of Public Administration
University of Victoria, Box 1700 STN CSC
Victoria BC V8W 2Y2
Phone: 250-721-8074
Email: hkirkham@uvic.ca

Admission to the Diploma in Public Sector Management from UVic’s Certificate in the Administration of Indigenous Governments

Students who have completed the CAIG may apply for admission to the Diploma in Public Sector Management. To meet the DPSM requirements, students must complete ADMN 310, 314, 420 and 431A. The Diploma’s requirement of ADMN 316 will be waived if a student has credit for IGOV 380.

Note: Students who completed the (former) Certificate in Administration of Aboriginal Governments (CAAG) must, upon admission to the DPSM, complete ADMN 310, 311, 312, and one of ADMN 314, 420 or 431A.

Transfer Credit and Waivers

Students may be permitted to complete up to 4.5 units of credit towards the Diploma in Public Sector Management by taking appropriate courses offered through other Departments of the University of Victoria or at other universities. Prior approval must be obtained from the Director of the School of Public Administration. If a Diploma student holds a UVic degree that included ADMN courses, up to 4.5 units (three courses) of credit may be waived towards a DPSM.

Students may be granted approval to exceed 4.5 units of transfer credit in cases where the credit has been (or will be) obtained for graduate-level courses taught through the School of Public Administration at the University.

At the discretion of the Director, block transfer credit of up to 4.5 units may be allowed for other post-secondary certificates or diplomas if the program covers appropriate topics.

Some courses in this program may be applied to a Diploma in Local Government Management (see below).

Transfer from UVic’s Certificate in Public Management

Upon completion of UVic’s eight-course Certificate in Public Management, students may be admitted to the DPSM Program with advanced standing in five courses (7.5 units). Students must complete ADMN 310, 312, 316, 420, 431A and one other ADMN course. The following courses are waived towards their DPSM requirements and students are not permitted to take these courses for further credit towards the DPSM: ADMN 311, 314, 421, 422 and 437.
Transfer Credit from the School’s Professional Specialization Certificates

Upon admission to the Diploma in Public Sector Management Program, students who hold a Professional Specialization Certificate from the School may transfer four courses (6 units) into the DPSM. Students will be required to meet the Diploma requirements by completing at least seven 1.5 unit ADMN courses (not duplicating courses already taken in the Certificate). The combination of the PSC and Diploma must include ADMN 310, 311, 312, 314, 316, 420, 421 and 431A.

Transfer Credit from Capilano University and Camosun College

Students who have successfully completed (with grade averages of C+ or better) Capilano University’s (formerly Capilano College) Professional Certificate Program in Local Government Administration or either Camosun College’s Diploma in Public Administration or Certificate in Local Government Administration may apply for block transfer credit to the DPSM. Students will be allowed transfer credit of three courses (4.5 units), which will be counted towards their Diploma in Public Sector Management elective requirements.

Transfer to UVic Degree Programs

Credit obtained within the Diploma in Public Sector Management program, less any credit transferred to the DPSM from a Certificate or Certificates in Administration of Indigenous Governments, Public Management, or Professional Specialization may be transferable to a regular undergraduate degree program. However, such transferability of credit, including transfer credit recognized from another institution, is always subject to the specific requirements of the degree program.

Program Requirements

The Diploma in Public Sector Management program is available on a part-time study basis. The course delivery methods include study guides and readings (texts and/or selected articles), plus the following methods:

- computer-mediated instruction and conferencing
- intensive workshops
- tutoring by phone or email

Completion of the 11 courses will normally take three to four years. Some courses will be run as intensive summer institutes in residence at UVic.

The following is a typical program of studies:

1. 12 units of required core courses from
   - ADMN 310 (1.5)
   - ADMN 311 (1.5)
   - ADMN 312 (1.5)
   - ADMN 314 (1.5)
   - ADMN 316 (1.5)
   - ADMN 420 (1.5)
   - ADMN 421 (1.5)
   - ADMN 431A (1.5)

2. 4.5 units chosen from the following areas as appropriate to the students’ needs and interests:

<table>
<thead>
<tr>
<th>Managerial Theory and Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN 407</td>
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<tr>
<td>ADMN 422</td>
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<tr>
<td>ADMN 477</td>
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</tbody>
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</thead>
<tbody>
<tr>
<td>ADMN 423</td>
</tr>
<tr>
<td>ADMN 452</td>
</tr>
<tr>
<td>ADMN 478</td>
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</tbody>
</table>

Courses in this program will be available as enrolment warrants.

Program Requirements for Students Enrolled Prior to Fall 2004

Students enrolled in the Diploma in Public Sector Management program prior to Fall 2004 may opt into the new program by declaring their intention in writing to the Program Manager. They must meet the new program requirements (see above) to qualify for the DPSM.

Local Government Option

The Local Government Option within the Diploma in Public Sector Management program requires the completion of four courses: ADMN 312, ADMN 445, ADMN 452 (or equivalent) and ADMN 420 or 465.

The Local Government Option has been identified by the Provincial Board of Examiners, in consultation with the Local Government Management Association of BC, as a mandatory educational requirement for the following credentials:

- Certificate in Local Government Administration
- Certificate in Local Government Statutory Administration
- Certificate in Local Government Executive Management

With these courses, in combination with other educational qualifications and relevant work experience in local government in British Columbia, local government employees may apply to the Board of Examiners for certification.
For further certification information contact:
Administrator, Board of Examiners
Ministry of Community, Sport and Cultural Services
Parliament Buildings
Victoria BC V8V 1X4
Phone: 250-387-4085
or
Executive Director, Local Government
Management Association of BC
7th Floor, 620 View Street
Victoria BC V8W 1J6
Phone: 250-383-7032
Email: lgma@lgma.ca

**Diploma in Local Government Management**

Students employed or seeking employment in local governments may opt to enrol in the Diploma in Local Government Management. This is a part-time, off-campus program of studies leading to the Diploma in Local Government Management and is offered via distance education plus (in some courses) workshops. The program is intended for practicing or prospective managers in local government who wish to acquire the skills and background necessary for effective and responsible management, and who are interested in broadening their understanding of the administrative process.

The Diploma will be awarded upon successful completion of 11 courses or 16.5 units, with an overall GPA of at least 2.0. Courses in this program are applicable towards professional certificates awarded by the Board of Examiners of the British Columbia Ministry responsible for local government. (see Local Government Option, above).

**Admission**

Courses are taught at a level which is consistent with other third- and fourth-year undergraduate courses offered at the University of Victoria; applicants will be required to demonstrate that they possess the academic proficiency necessary to benefit fully from the program.

Students without a bachelor’s degree will normally be expected to have obtained the equivalent of at least the first two years of post-secondary at university or at institutions such as BCIT, community colleges or recognized professional associations.

Candidates without formal post-secondary qualifications but with demonstrable appropriate experience may be admitted as conditional students, with continuation in the program subject to performance in the first three courses with a grade of C+ or better.

In addition to academic background, all applicants should have a minimum of three years experience working in local (municipal or regional) government. Experience in other levels of government and/or the non-profit sector may be considered.

A limited number of students not formally admitted to the program may register for individual courses, with the permission of the Director of the School of Public Administration.

Inquiries about the program should be forwarded to:

Program Manager,
Diploma in Local Government Management
School of Public Administration
University of Victoria, Box 1700 STN CSC
Victoria BC V8W 2Y2
Phone: 250-721-8074
Email: hkirkham@uvic.ca

**Transfer Credit and Waivers**

Students may be permitted to complete up to three courses (4.5 units of credit) towards the Diploma in Local Government Management by taking appropriate courses offered through other Departments of the University of Victoria, other universities or university colleges. Prior approval must be obtained from the Director of the School of Public Administration. If a Diploma student holds a UVic degree that included ADMN courses, up to 4.5 units (three courses) of credit may be waived towards a DLGM.

Students may be granted approval to exceed 6 units of transfer credit in cases where the credit has been (or will be) obtained for graduate-level courses taught through the School of Public Administration at the University.

At the discretion of the Director, block transfer credit of up to 4.5 units may be allowed for other post-secondary certificates or diplomas if the program covers appropriate topics.

**Transfer Credit from the School’s Professional Specialization Certificates**

Upon admission to the Diploma in Local Government Management Program, students who hold a Professional Specialization Certificate from the School may transfer four courses (6 units) into the DLGM. Students will be required to meet the Diploma requirements by completing ADMN 316 (1.5 units), plus at least six 1.5 unit ADMN courses (not duplicating courses already taken in the Certificate). The combination of the PSC and Diploma must include ADMN 310, 312, 316, 423, 445, 448 (or 421), 452 and 465.

**Transfer Credit from Capilano University and Camosun College**

Students who have successfully completed (with grade averages of C+ or better) Capilano University’s (formerly Capilano College) Professional Certificate Program in Local Government Administration or Camosun College’s Diploma in Public Administration may apply for block transfer credit to the DLGM. Students will be allowed transfer credit of three courses (4.5 units), which will be counted towards their Diploma in Local Government Management elective requirements.
Transfer to UVic Degree Programs

Credit obtained within the Local Government Management program, less any credit transferred to the DLGM from a Certificate or Certificates in Administration of Indigenous Governments, Public Management, or Professional Specialization may be transferable to a regular undergraduate degree program. However, such transferability of credit, including transfer credit recognized from another institution, is always subject to the specific requirements of the degree program.

Program Requirements

The Diploma in Local Government Management program is available on a part-time study basis. The course delivery methods include study guides and readings (texts and/or selected articles), plus the following methods:

- computer-mediated instruction and conferencing
- intensive workshops
- tutoring by phone or email

Completion of the 11 courses will normally take three to four years. Some courses may include intensive workshops at the University of Victoria or, if enrolment permits, at other BC locations.

The following is a typical program of studies:

1. 12 units of required courses or the equivalent in transfer credit:
   - ADMN 310 (1.5)
   - ADMN 312 (1.5)
   - ADMN 316 (1.5)
   - ADMN 423 (1.5)
   - ADMN 445 (1.5)
   - ADMN 421 (1.5)
   - ADMN 452 (1.5)
   - ADMN 465 or ADMN 420 (1.5)

2. 4.5 units (three courses) chosen from other School of Public Administration undergraduate courses:

Social/Applied Sciences

ADMN 314

Managerial Theory and Practice

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<tr>
<th>ADMN 407</th>
<th>ADMN 409</th>
<th>ADMN 411</th>
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<tr>
<td>ADMN 422</td>
<td>ADMN 431A</td>
<td>ADMN 431B</td>
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<td>ADMN 437</td>
<td>ADMN 477</td>
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Policy Areas

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<tr>
<th>ADMN 311</th>
<th>ADMN 446</th>
<th>ADMN 462</th>
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Courses in this program will be available as enrolment warrants.

Local Government Option

For a description of the Local Government Option, see the Diploma in Public Sector Management, above. The option is also available to Diploma in Local Government Management students.

Program Requirements for Students Enrolled Prior to Fall 2004

Students enrolled in the Diploma in Local Government Management program prior to Fall 2004 may opt into the new program by declaring their intention in writing to the Program Manager. They must meet the new program requirements (see above) to qualify for the DLGM.

Diploma in Indigenous Community Development and Governance

Note: Delivery of this program is subject to enrolment and funding. Please visit <publicadmin.uvic.ca/dfnga> for full application and program details.

The School of Public Administration offers a part-time 12-course Diploma in Indigenous Community Development and Governance program. The program is designed for learners who are employed or seeking employment in Indigenous governments or organizations. Courses are delivered online, plus six intensive on-campus sessions in the third week of each term.

Learners will acquire the skills and background necessary for effective and responsible management and will broaden their understanding of the administrative process. Program delivery will take into account multiple learning styles and circumstances - on-line distance education, lectures, “hands on” applied learning, guest speakers, and face to face/interactive sessions that encourage peer support and cross learning.

The learning will be applicable to the students’ workplaces and the program requirements will include a capstone project that will deal with a real life issue or problem of relevance to the learners’ organizations.

The Diploma will be awarded upon successful completion of the program with an overall GPA of at least 2.0.

Admission Requirements

- English 12 or equivalent,
- Plus, at least one year of post-secondary education at a university, college, or technical institute with a minimum of C+ average,
- Letter of intent and resume,
- Two years’ experience working in Indigenous governments or organizations. Experience in other levels of government and/or the non-profit sector may be considered
Applications from Indigenous peoples of Canada who do not qualify under the other categories of admission will be considered for Special Access - First Nations, Métis and Inuit. Candidates without formal post-secondary qualifications but with demonstrable appropriate experience may be admitted as conditional students, with continuation in the program subject to performance in the first three courses with a grade of C+ or better. To apply to the program under this special access category, please see: http://www.uvic.ca/future-students/undergraduate/admissions/other/indigenous/index.php

Application Deadline

One cohort per year will be admitted to the Program with a usual starting date of September, subject to enrolment and funding.

For students new to UVic:
- May 31 for application, letter of intent and resume to Undergraduate Admissions.
- June 15 transcripts

For former UVic students:
- May 31 for application to re-register, letter of intent and resume to Undergraduate Records.
- June 15 transcripts

A limited number of students not formally admitted to the program may register for individual courses, with the permission of the Director of the School of Public Administration.

Inquiries about the program should be forwarded to:
Program Manager,
Diploma in Indigenous Community Development and Governance
School of Public Administration
University of Victoria, Box 1700 STN CSC
Victoria BC V8W 2Y2
Phone: 250-472-4391
Email: Diploma_ICDG@uvic.ca

Transfer Credit

The 1.5 unit courses may be transferred to other UVic undergraduate programs and will also count towards degrees through Thompson Rivers University, including the TRU Bachelor of Public Administration.

Program Requirements

Completion of the program will normally require 6 academic terms over a 2.5 year period. Program Requirements are: ICDG 300, 301, 302, 303, 304, 305, 306, 307, 308, 400, 401, and 402.

The following is a typical program of studies:

<table>
<thead>
<tr>
<th>Year One</th>
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<tbody>
<tr>
<td>ICDG 300</td>
<td>Skills Workshop 1: Program Orientation</td>
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</tr>
<tr>
<td>ICDG 301</td>
<td>Governance in Indigenous Communities</td>
<td></td>
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<tr>
<td>ICDG 302</td>
<td>Communications in Indigenous Governments and Organizations</td>
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<table>
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<tr>
<th>Year Two</th>
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<tbody>
<tr>
<td>ICDG 304</td>
<td>Strategic Planning and Implementation</td>
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<tr>
<td>ICDG 305</td>
<td>Research and Project Management in Indigenous Organizations</td>
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<tr>
<td>ICDG 308</td>
<td>Financial Management in Indigenous Governments and Organizations</td>
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<table>
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<tr>
<th>Year One</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ICDG 306</td>
<td>Human Resource Management in Indigenous Organizations</td>
<td></td>
</tr>
<tr>
<td>ICDG 307</td>
<td>Managing Change for Effective Social and Community Development</td>
<td></td>
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<tr>
<td>ICDG 303</td>
<td>Lands, Resources and Economic Development</td>
<td></td>
</tr>
<tr>
<td>ICDG 400</td>
<td>Leadership in Indigenous Communities and Governments</td>
<td></td>
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<tr>
<td>ICDG 401</td>
<td>Capstone Project for Indigenous Governments and Organizations</td>
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<tr>
<td>ICDG 402</td>
<td>Intergovernmental Relations: Working with Others</td>
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PROFESSIONAL SPECIALIZATION CERTIFICATES

The School of Public Administration offers the following Professional Specialization Certificates:
- Local Government Management
- Performance Management
- Public Policy and Governance
- Public Sector Management
- Voluntary and Non-profit Sector Management

Admission Requirements

The Professional Specialization Certificates are intended for students who already hold a bachelor’s degree and have at least two years’ work-related experience. In exceptional circumstances, students may be admitted to a Professional Specialization Certificate if the School finds they have sufficient academic background equivalent to a bachelor’s degree.

Admission Procedure

These are credit certificates, so students would:

1. Apply for admission to the University (or permission to reregister if they are former UVic students); and
2. Apply for admission to the Certificate Program through the School of Public Administration.

Program Requirements

The requirements for each Professional Specialization Certificates are:

1. Four ADMN 300- or 400-level courses (1.5 units each).
2. No transfer credit will be allowed, but course substitutions will be permitted if a student already has taken a required
course (or equivalent). A course may not be counted towards more than one Professional Specialization Certificate.

The following are the required courses for Professional Specialization Certificates. Course substitutions at the ADMN 300 and 400 level may be allowed by the School. In addition to the courses listed below, the following courses may be used towards any Professional Specialization Certificate if the topic is relevant to the particular specialization:

- ADMN 470: Contemporary Topics in Administration
- ADMN 490: Directed Studies

### Local Government Management

**Required:** one of:

- ADMN 312 ..................................................................................................... 1.5
- ADMN 423 ..................................................................................................... 1.5

**Plus, choice of three of:**

- ADMN 312 (if ADMN 423 chosen as required) ........................................ 1.5
- ADMN 421 ..................................................................................................... 1.5
- ADMN 422 ..................................................................................................... 1.5
- ADMN 423 (if ADMN 312 chosen as required) ........................................ 1.5
- ADMN 445 ..................................................................................................... 1.5
- ADMN 446 ..................................................................................................... 1.5
- ADMN 452 ..................................................................................................... 1.5
- ADMN 465 or ADMN 420 ........................................................................ 1.5

**Note:** to meet the Provincial Board of Examiners requirements for the Certificates in Local Government Administration and Local Government Statutory Administration, students should take: ADMN 312, 445, 452, 465 (or ADMN 420). ADMN 422 is also required for the Certificate in Local Government Executive Management.

### Performance Management

**Required:**

- ADMN 437 ..................................................................................................... 1.5

**Plus, choice of three of:**

- ADMN 314 ..................................................................................................... 1.5
- ADMN 407 ..................................................................................................... 1.5
- ADMN 411 ..................................................................................................... 1.5
- ADMN 421 ..................................................................................................... 1.5
- ADMN 477 ..................................................................................................... 1.5

### Public Policy and Governance

**Required:**

- ADMN 311 ..................................................................................................... 1.5
- ADMN 420 ..................................................................................................... 1.5

**or**

- ADMN 465 ..................................................................................................... 1.5

**Plus two of:**

- ADMN 314 ..................................................................................................... 1.5
- ADMN 407 ..................................................................................................... 1.5
- ADMN 422 ..................................................................................................... 1.5
- ADMN 437 ..................................................................................................... 1.5
- ADMN 462 ..................................................................................................... 1.5
- ADMN 477 ..................................................................................................... 1.5

### Public Sector Management

**Choice of four of:**

- ADMN 407 ..................................................................................................... 1.5
- ADMN 411 ..................................................................................................... 1.5
- ADMN 421 ..................................................................................................... 1.5
- ADMN 422 ..................................................................................................... 1.5
- ADMN 437 ..................................................................................................... 1.5
- ADMN 462 ..................................................................................................... 1.5
- ADMN 477 ..................................................................................................... 1.5

### Voluntary and Non-Profit Sector Management

**Required:**

- ADMN 409 ..................................................................................................... 1.5
- ADMN 437 ..................................................................................................... 1.5

**Plus, choice of two of:**

- ADMN 407 ..................................................................................................... 1.5
- ADMN 411 ..................................................................................................... 1.5
- ADMN 421 ..................................................................................................... 1.5
- ADMN 477 ..................................................................................................... 1.5

### Transfer Credit to the School's Diploma Programs

Upon admission to either the Diploma in Public Sector Management or the Diploma in Local Government Management Program, students who hold a Professional Specialization Certificate from the School may transfer up to four courses (6 units) into the DPSM or DLGM. Students may not duplicate courses already taken in the Certificate. The combined courses in a student’s PSC and Diploma program must include all the required courses in the Diploma program.

### Minor in Public Administration

The School of Public Administration offers a Minor in Public Administration to students enrolled in other undergraduate programs at UVic. The Minor in Public Administration will be awarded upon completion of six 1.5 unit courses (9 units). The minor will give students a range of topics relevant to the public and/or non-profit sectors, including applied policy and public sector management. The program can be completed via distributed (distance) learning methods, but some courses are available on campus.

**Program Requirements:**

Three required courses (4.5 units):
ADMN 311 ................................. 1.5
ADMN 312 .................................. 1.5
and one of
ADMN 420 .................................. 1.5
ADMN 465 .................................. 1.5
POLI 351 .................................. 1.5
POLI 364 .................................. 1.5

Note: An ADMN elective may be substituted for a policy course if a student uses POLI 351 or 364 towards a Political Science major.

Three elective courses (4.5 units), selected from:

ADMN 200 .................................. 1.5
ADMN 310 .................................. 1.5
ADMN 314 .................................. 1.5
ADMN 316 .................................. 1.5
ADMN 407 .................................. 1.5
ADMN 409 .................................. 1.5
ADMN 411 .................................. 1.5
ADMN 421 .................................. 1.5
ADMN 422 .................................. 1.5
ADMN 423 .................................. 1.5
ADMN 431A .................................. 1.5
ADMN 431B .................................. 1.5
ADMN 437 .................................. 1.5
ADMN 445 .................................. 1.5
ADMN 446 .................................. 1.5
ADMN 462 .................................. 1.5
ADMN 470 .................................. 1.5-3.0
ADMN 477 .................................. 1.5
ADMN 478 .................................. 1.5
ADMN 479 .................................. 1.5
POLI 365 .................................. 1.5
POLI 462 .................................. 1.5

**Co-operative Education Option**

Students registered in a Major that allows for a Public Administration Minor, and undertaking a Public Administration Minor, and also registered in the UVic Co-operative Education Program in their originating department, may, with permission from their originating Co-op program, elect to complete ONE work term through the School of Public Administration Co-op program. Students in this situation must have completed one of the following in order to be eligible for a Public Administration work term:

1. Successful completion of a registered Co-op work term in their originating Co-op program, OR
2. Completion of the UVic Co-op curriculum, through either their originating Co-op program or the School of Public Administration Co-op program.

General regulations pertaining to Co-operative Education Programs of the University of Victoria are found on page 48.

**School of Public Health and Social Policy**

Lyn Davis, BA, MA, PhD (Florida), Assistant Teaching Professor (Limited Term)

Trevor Hancock, BSc, MHSc, MB BS (London), Professor (Limited Term)

Michael Hayes, BA, MSc, PhD (McMaster), Professor and Director of the School of Public Health and Social Policy

Nigel Livingston, BSc, MSc, PhD (British Columbia), Professor

Charlotte Lappie, BSc, MA, PhD (Dalhousie), Professor

Laurene Shields, BSN, MS, PhD (Oreg), Associate Professor, Associate Dean of Faculty, Academic and Former Director, School of Public Health and Social Policy

Karen Urbanoski, BSc Honors, MSc, PhD (Toronto), Assistant Professor

Ziba Vaghri, BNS, MSc, PhD (British Columbia), Assistant Professor Limited Term, MSHRF Scholar

Catherine Worthington, BAS (Trent), MSc, PhD (Toronto), Associate Professor

**Emeritus**

Jeff Reading, BA (Alberta), MSc, PhD (Toronto), Professor

**Adjunct and Grant Tenure Appointments**

Carol Aramatunga, BA, MSc, PhD (Toronto), Adjunct Professor (2012-2015)

Lillian Bayne, BA, MA, MSc (Toronto), Adjunct Professor (2012-2015)

Brenda Canitz, BScN, BA, MSc (Toronto), Adjunct Professor (2012-2015)

Perry Kendall, MBBS, FRCP, MSc (UBC), Adjunct Professor (2012-2015)

Patrick McGowan, BA, MSW, PhD (UBC), Professor, Grant Tenure (Limited Term 2012-2015)

Debra Nanan, BSc, MPH (Johns Hopkins), Adjunct Assistant Professor (2013-2016)

Victor Neufeld, BA, MA, MD (Saskatchewan), Adjunct Professor (2013-2016)

Irving Rootman, MPhil, PhD (Yale), Adjunct Professor (2012-2015)

Melanie Rusch, BSc, MSc, PhD (UBC), Adjunct Associate Professor (2013-2016)

Richard Stanwick, BSc, MD, MSc (McGill), Adjunct Associate Professor (2014-2017)

Martin Wale, BMedSci, BM BS, MBA (Nottingham), Adjunct Associate Professor (2014-2017)
GENERAL INFORMATION

The School of Public Health and Social Policy offers flexible undergraduate programming designed to provide students with a strong foundation for understanding the complex and dynamic relationships between people, health, illness and organizations in contemporary society.

The BA program is designed as an inter-professional competency-based applied degree whereby students can assume support roles within the health and social services sectors providing indirect support for the delivery of high quality, evidence informed care in institutions (hospitals, residential care facilities) as well as community services (non-profit agencies, including local, provincial and federal government). Graduates of the program will have the necessary skills for entry-level positions within health and community services sectors.

The Diploma in Aboriginal Health Leadership is designed at the third and fourth year level and focuses on professional development and career development opportunities for community members already in the work force, or who are considering a career in health administration or a related field. The program will develop community capacity in health administration and social service sectors and will provide excellent access to flexible post secondary community based education that may be accessed on a part-time basis. The Diploma will enhance working students' professional skills, while preparing other students to enter the workforce directly or pursue further educational opportunities such as the BA in Health and Community Services.

PUBLIC HEALTH AND SOCIAL POLICY PROGRAMS

Bachelor of Arts (BA) in Health and Community Services

The Bachelor of Arts in Health and Community Services is a four year degree program consisting of 30 units of core coursework. Within the program students select one of four applied areas of focus: Disability Studies; Indigenous Peoples’ Health; International and Global Health Development; Ageing.

The Health and Community Services Program is offered using a blended learning approach. All courses are offered by distance education using online learning technologies. Students are required to attend three onsite components at UVic: a gateway onsite provides an introduction to the program, and learning strategies (online learning). The second onsite coincides with the applied area of focus to enhance application of core knowledge and further awareness and understanding of population specific needs. The third onsite coincides with a conferencing opportunity where undergraduates as well as graduate students will present their final paper/project.

Diploma in Aboriginal Health Leadership

The Diploma in Aboriginal Health Leadership is a two-year, part time, community-based program consisting of 18 units of coursework offered at third and fourth year level. The program is offered using a blended learning approach, including distance education and in community course offerings. Students are required to attend one onsite component at UVic; a gateway onsite provides an introduction to the program, and learning strategies (online learning) and two course based onsites in the community, one in year one and one in year two.

Graduate Programs

The School offers a Master in Public Health and a Graduate Diploma in Public Health. For more information about these programs, see the UVic Graduate Calendar.

SCHOOL ADMISSION REQUIREMENTS

BA in Health and Community Services

Students will have usually completed 30 units of 1st and 2nd year coursework at UVic or another recognized post-secondary institution. However, those who have completed at least 12 units of course work may apply to enter the program in second year for on campus studies only, and students who have completed 27 or more units may apply to enter the program in third year for online studies. At least 30 units must be completed in the Health and Community Services Program.

A minimum GPA of 4.0 (B-) on the most recent 12 units is required for consideration. All qualified applicants will enter a competitive selection process (GPA, work experience). Application guidelines are available on the PHSP website: <www.uvic.ca/publichealth>. Application deadline is April 15.

All new applicants to the university must submit the following to Undergraduate Admissions: an online Application for Admission
to the University; a résumé of work and volunteer experience, as well as a personal statement of intent.

UVic students (those seeking admission from another faculty) must submit an Application for Re-registration, résumé of work and volunteer experience, as well as a personal statement of intent to Undergraduate Records.

Students who have completed a recognized health and/or human services related professional academic program with an overall grade point average of B (5.0) or higher may be eligible to receive block credit upon admission to PHSP (15 units for a full-time one-year certificate and 30 units for a full-time two-year diploma). Full-time equivalent academic certificates of less than one year will be considered for limited block PHSP credit on a case-by-case basis only. This does not include vocational, continuing studies or professional development certificates or diplomas.

Policies and procedures for granting transfer credit at the University of Victoria and the Faculty of Human and Social Development are described in the University Calendar.

The School of Public Health and Social Policy does not offer course challenges or prior learning assessment.

All students must meet UVic’s “Academic Writing Requirement”, page 31. It is strongly recommended that students have completed Pre-calculus 11 or Foundations of Mathematics 12 or equivalent.

**Diploma in Aboriginal Health Leadership**

Applicants will be expected to have completed Grade 12 or equivalent. Ideally applicants will have some post-secondary experience, however all applicants will be considered based on educational preparation and work experience.

**Required Documentation**

In addition to the application to UVic Undergraduate Admissions, applicants should submit to the Program Coordinator an application to the Program, along with a letter of intent and a résumé. Special admission categories outlined below may also require specific documentation, such as references.

**Admission Criteria**

Applicants will usually meet general admission criteria as set out by the University. However, the following principles will be considered: maximizing accessibility and the willingness to review applications on a case-by-case basis. Two additional distinct processes exist to facilitate entrance for those who do not meet the regular admission criteria.

Potential applicants are encouraged to meet with the Program Coordinator to determine which admission category (general, special access or Aboriginal) best applies.

1. **Special Access**

The University of Victoria is interested in extending university-level learning opportunities to residents of British Columbia who may not qualify under the regular categories of admission.

The number of applicants admitted under this category is limited by the availability of University resources. Admission under the Special Category is not automatic.

- An applicant for admission under the Special Category must meet the following criteria:
  - The applicant is at least 23 years of age by the beginning of the session applied, for and
  - The applicant’s academic achievements have been significantly and adversely affected by health, disability, or family or similar responsibilities.

The Senate Committee on Admission, Reregistration and Transfer selects candidates for admission on the basis of:

- Their educational history
- Non-educational achievement that indicate an ability to succeed at university

Applicants in this category must submit two Special Access Reference forms from persons specifically able to assess the applicant’s potential for academic success. References from relatives will not be accepted. Applicants must be able to document the nature and extent of their circumstances, and demonstrate the impact these have had on their educational achievements.

**2. First Nations, Metis and Inuit**

The University welcomes applications from Aboriginal peoples of Canada, including those of First Nations, Metis and Inuit ancestry (including Non-status Aboriginal).

Applications from Aboriginal peoples of Canada who do not qualify under the other categories admission will be considered on an individual basis by the Senate Committee on Admissions, Reregistration and Transfer.

The committee will consider each applicant’s:

- Educational history
- Non-educational achievements that indicate an ability to succeed at university.

Applicants who choose to apply under the “Special Access” or “First Nations, Metis and Inuit” category must submit two reference forms from persons specifically able to assess the applicant’s potential for academic success. If possible, one reference should be from a recognized Aboriginal organization. References from relatives will not be accepted. Applicants must also submit a personal letter outlining their academic objectives.

A limited number of students not formally admitted to the program may register for individual courses (if enrolment permits), with the permission of the Program Coordinator.
**ACADEMIC REGULATIONS**

**Academic Performance**

Students in the School of Public Health and Social Policy must maintain a sessional GPA of 3.0 (C+) and receive a minimum of 2.0 (C) in any core PHSP or other required course; otherwise they may be required to withdraw from the School.

**Limitation of Enrolment**

Admission to UVic is not a guarantee of admission to particular Schools or programs within the Faculty. Applicants should be aware that admission to Schools and programs is competitive and subject to limited enrolment. Meeting minimum requirements is not a guarantee of admission. The Faculty of Human and Social Development recognizes that many factors contribute to a person’s chances of success in professional programs and therefore in addition to academic requirements (GPA), professional suitability for the selected program will be considered.

**Professional Conduct**

All students in the School of Public Health and Social Policy must follow the Faculty of Human and Social Development’s (HSD) Guidelines for Professional Conduct. Please refer to the faculty’s “Guidelines for Professional Conduct” on page <OV>.

**General Practicum Guidelines**

Many agencies have specific requirements for students prior to practicum placement (i.e. oath of confidentiality, current immunization and basic life support certification, extended health care insurance coverage). All costs and responsibilities associated with these requirements are the responsibility of the individual student.

**Criminal Record Reviews**

While not a requirement for admission, UVic students placed in practica may be required to undergo criminal records reviews by legislation or because of the risk management policies of the organization with which the student will be associated. Students are responsible for providing authorization for the review to the practice agency upon request and/or cooperating with the conduct of the review as needed. Usually, students must pay for the review, although some agencies will absorb the costs. Students undertaking practice experiences jurisdiction outside of BC are responsible to ensure they have a criminal records review or equivalent if required by their practice experience agency.

**Practica Placements**

The Faculty reserves the right to approve any agency or institution that provides placements for student practica, and to change any placement assigned to a student. The student, however, has the right to be informed in writing of the reasons for any change in placement.

While the Faculty accepts a responsibility to provide a sufficient number of practicum opportunities to serve the needs of all registered students, a student may be required to withdraw from a practicum course if none of the available practicum agencies will accept the student.

It is the responsibility of the course instructor to inform students of the criteria by which unprofessional conduct will be judged in the practicum setting.

**Practica Dates**

The dates of practica will be established by each School or program, and will be announced to the students involved at the beginning of each term.

**Attendance**

Attendance at practicum activities is required. Students are expected to notify the placement agency whenever practicum appointments cannot be kept, and also to inform the course instructor. Absence may result in a student being withdrawn from the practicum.

**Denial and Withdrawal**

**Denial**

Students will be denied the practicum experience if their preparatory work is considered unsatisfactory by the Director of the School in the Faculty of Human and Social Development.

**Temporary Withdrawal of Students Pending Report**

The Director may require a student to withdraw temporarily from a practicum if, during the course of a term, there are reasonable grounds to believe that the conduct or lack of competence of a student enrolled in the practicum has adversely affected or may adversely affect:

- clients or pupils,
- personnel, including students associated with the practicum.

The student will be required to withdraw temporarily pending the receipt of a report on the conduct and lack of competence of the student. This written report from the course instructor will normally be provided to the student within 10 business days of the withdrawal.

**Withdrawal**

After giving the student an opportunity to be heard, the Director may require a student to withdraw from the practicum if the Director is satisfied that the student’s conduct or lack of competence may adversely affect members of any of the groups identified in the paragraph above.

**Voluntary Withdrawal**

Students seeking voluntary withdrawal from a practicum, whether permanent or temporary, must receive permission to seek withdrawal from their faculty supervisor in Human and Social Development.
Termination of Practicum by Placement Agency

In situations where a practicum is terminated by the agency, the student will be informed in writing of the reasons for termination, by the instructor of record within 15 business days of the termination. After giving the student an opportunity to be heard, the Director or designate will determine appropriate action: 1) withdrawal from the School; 2) additional preparatory work; 3) placement in a different practicum setting.

Practicum Evaluation Documentation

If a student withdraws from practicum or is required to withdraw from practicum by their School, all practicum evaluation materials to date of withdrawal will remain on their student file and may be taken into account in determining whether their preparatory work is satisfactory to enter a subsequent practicum.

Notification to Undergraduate Records

Students who withdraw temporarily from a practicum must notify Undergraduate Records in writing. Students who are required to withdraw from a practicum will be withdrawn from any course involved by written notification from the Director to Undergraduate Records.

Readmission

Students who have withdrawn from a practicum for whatever reason who later wish to reenter the practicum must apply for readmission to the course and should not assume that readmission is guaranteed.

Appeals

The normal avenues of final appeal are available to students who have been required to withdraw from a practicum. Students in the Faculty of Human and Social Development may follow regular appeal procedures within the faculty.

Program Completion Limit

The Health and Community Services full-time program must normally be completed within five years from the date of admission. Upon completion of one or more years in the School of Public Health and Social Policy, students may apply in writing to the School for a one-year leave of absence. The deadline for such a request is normally March 31.

Program Requirements

BA in Health and Community Services

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 300 (1.5)</td>
<td>Determinants of Health and Population Health Promotion</td>
<td></td>
</tr>
<tr>
<td>HLTH 301 (1.5)</td>
<td>Evolution of Health and Community Services</td>
<td></td>
</tr>
<tr>
<td>HLTH 320 (1.5)</td>
<td>Health Program Planning and Project Management</td>
<td></td>
</tr>
<tr>
<td>HLTH 321 (1.5)</td>
<td>Human Resource and Fiscal Management in Community Health Systems</td>
<td></td>
</tr>
<tr>
<td>HLTH 350 (1.5)</td>
<td>Introduction to Health Research</td>
<td></td>
</tr>
</tbody>
</table>

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 351 (1.5)</td>
<td>Practice of Evaluation Research</td>
</tr>
<tr>
<td>HLTH 360 (1.5)</td>
<td>Health Literacy and System Navigation</td>
</tr>
<tr>
<td>HLTH 425 (1.5)</td>
<td>Quantitative and Qualitative Methods</td>
</tr>
<tr>
<td>HLTH 401 (1.5)</td>
<td>Health Policy and Health Governance</td>
</tr>
<tr>
<td>HLTH 402 (1.5)</td>
<td>Health and Community Supportive Technologies</td>
</tr>
<tr>
<td>HLTH 403 (1.5)</td>
<td>Community Development and Capacity Building</td>
</tr>
<tr>
<td>HLTH 404 (1.5)</td>
<td>Inter-Professional Practice</td>
</tr>
<tr>
<td>HLTH 430 (3.0)</td>
<td>Practicum</td>
</tr>
<tr>
<td>HLTH 435 (3.0)</td>
<td>Culuminating Major Paper</td>
</tr>
</tbody>
</table>

Elective 1 (1.5)

1. The intent is for students to select electives that enhance their Bachelor of Health and Community Services course work. The electives can be courses at UVic or transferable to UVic, at the 200 level or above.

Applied Areas of Focus (4.5 units)

Students select one of the following four areas:

Disability Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSST 440 (1.5)</td>
<td>Introduction to Disability Studies</td>
</tr>
<tr>
<td>DSST 441 (1.5)</td>
<td>Enabling Technologies</td>
</tr>
<tr>
<td>DSST 443 (1.5)</td>
<td>Activism and Advocacy</td>
</tr>
</tbody>
</table>

Indigenous Peoples’ Health

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INGH 450 (1.5)</td>
<td>Indigenous Health Contexts, Trends and Social Determinants</td>
</tr>
<tr>
<td>INGH 452 (1.5)</td>
<td>Traditional Healing in Indigenous Communities</td>
</tr>
<tr>
<td>INGH 453 (1.5)</td>
<td>Wise Practices in Indigenous Community Health</td>
</tr>
</tbody>
</table>

International and Global Health and Human Development

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTS 460 (1.5)</td>
<td>Foundations in International and Global Health and Human Development</td>
</tr>
<tr>
<td>INTS 461 (1.5)</td>
<td>Engaging in International and Global Health Development Work</td>
</tr>
<tr>
<td>INTS 462 (1.5)</td>
<td>The Role of Knowledge in Global Health</td>
</tr>
<tr>
<td>INTS 463 (1.5)</td>
<td>Special Topics in International and Global Health and Human Development</td>
</tr>
</tbody>
</table>

Ageing

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEI 470 (1.5)</td>
<td>Health, Family and Community Care Systems in Ageing</td>
</tr>
<tr>
<td>AGEI 472 (1.5)</td>
<td>Healthy Ageing</td>
</tr>
<tr>
<td>AGEI 473 (1.5)</td>
<td>Chronic Disease and Ageing</td>
</tr>
</tbody>
</table>

Program Requirements

BA in Health and Community Services

Required Courses

<table>
<thead>
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<th>Course</th>
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<td>Human Resource and Fiscal Management in Community Health Systems</td>
</tr>
<tr>
<td>HLTH 350 (1.5)</td>
<td>Introduction to Health Research</td>
</tr>
</tbody>
</table>
Program Plan

First Year

September to December Term
HLTH 300 ................................................................. 1.5
HLTH 320 ................................................................. 1.5
HLTH 350 ................................................................. 1.5
Area of Focus 1st Course ........................................ 1.5

January to April Term
HLTH 301 ................................................................. 1.5
HLTH 321 ................................................................. 1.5
HLTH 351 ................................................................. 1.5
Area of Focus 2nd Course ........................................ 1.5

May to August Term
Area of Focus 3rd Course ........................................ 1.5
HLTH 360 ................................................................. 1.5
HLTH 425 ................................................................. 1.5
Elective ................................................................. 1.5

Second Year

September to December Term
HLTH 401 ................................................................. 1.5
HLTH 402 ................................................................. 1.5
HLTH 403 ................................................................. 1.5
HLTH 404 ................................................................. 1.5

January to April Term
LTH 430 ................................................................. 3.0
HTLH 435 ................................................................. 3.0

Diploma in Aboriginal Health Leadership

Indigenous Peoples’ Health (4.5 units)
INGH 450 (1.5) Indigenous Health Contexts, Trends and Social Determinants
INGH 452 (1.5) Traditional Healing in Indigenous Communities
INGH 453 (1.5) Wise Practices in Indigenous Community Health

Public Administration (6.0 units)
Students select 6 units from courses in the School of Public Administration in consultation with the academic adviser.

Others (3.0 units)
INGH 454 (1.5) Indigenous Health Leadership
INGH 455 (1.5) Community Development and Capacity in Indigenous Communities

Elective (1.5 units)

Culminating Program Components (3.0 units)
INGH 430 (1.5) Practicum
INGH 435 (1.5) Report

School of Social Work

Jacquie Green, BSW, MPA, (Victoria), PhD (Victoria), Associate Professor and Director
Billie Allan, BA (Carleton), MSW (Toronto), PhD (Toronto), Assistant Professor

Leslie Brown, BSW (Regina), MPA, PhD (Victoria), Professor
Jeannine Carriere, BA (Alberta), BSW (Manitoba), MSW (UBC), PhD (Alberta), Professor
V.C. Rhonda Hackett, BA (Toronto), MSW (Toronto), PhD Candidate (Toronto), Assistant Professor

Yvonne Haist, BSW, MEd (Victoria), DipAdEd (British Columbia), Assistant Teaching Professor
Donna Jeffery, BSc (Calgary), BSW (Calgary), MA, PhD (OISE/Toronto), Associate Professor

Patricia MacKenzie, BSc (Oklahoma Christian), MSW (British Columbia), PhD (Edinburgh), Associate Professor
Cheryl Moir-van Iersel, BSW (Calgary), MSW (British Columbia), Assistant Teaching Professor
Mehmoona Moosa-Mitha, BSW (Ryerson), MSW (McGill), PhD (Southampton), Associate Professor

Gayle Ployer, BA (PEI), BSW (Windsor), MSW (Carleton), Assistant Teaching Professor

Susan Strega, BSW (Manitoba), MSW (Victoria), PhD (Southampton), Professor

Robina Thomas, BSW, MSW, PhD (Victoria), Associate Professor

Bruce Wallace, BA (Calgary), MSW (Carleton), Sc.D (British Columbia), Assistant Professor.

Emeritus

Andrew Armitage, BSc (London), BA (Canterbury), MSW (British Columbia), PhD (Bristol), Professor Emeritus
Marilyn J. Callahan, BA, BSW, MSW (British Columbia), PhD (Bristol), Professor Emeritus

John Cossom, BA (Western Ontario), BSW, MSW (Toronto), Associate Professor Emeritus

Andrew Farquharson, BA (Bishop’s), MSW (McGill), MEd, EdD (Toronto), Professor Emeritus

Marjorie D. Martin, BA, BSW, MSW (British Columbia), Associate Professor Emeritus
Visiting, Adjunct and Cross-listed Appointments

Lena Dominelli, BA (Simon Fraser), MA, PhD (Sussex), Adjunct Professor
Margaret Kovach, BA, BSW (Regina), MSW (Carleton), PhD (Victoria), Adjunct Assistant Professor
Cathy Richardson, BA, MEd, PhD (Victoria), Adjunct Associate Professor
Deborah Rutman, BSc (Toronto), MA, (Toronto), PhD (Toronto) Adjunct Associate Professor

Sessional Instructors

Cheryl Aro, BSW, MSW (Victoria), PhD Candidate (Victoria)
Tracey Banks, BA (York), BSW (McMaster), MSW (Calgary)
Kim Brown, BSW (Caroll College), MSW (Montana)
Elodie Button, BSc (Ottawa), MEd (Toronto)
Pamela Cambiazio, BFA (Victoria), MSW (Victoria)
Michele Fairbairn, BSW, MSW (Manitoba), PhD Candidate (Memorial)
Maxine Gibson, BSW, MSW (Victoria)
Leanne Gislon, BSW (Regina), MSW (Victoria)
Kim Grzybowsk, BSW (Regina), MSW (Victoria)
Shaw Hoey, BA (Simon Fraser), BSW (British Columbia), MSW (British Columbia)
Sharon Hobenshield, BSW (Victoria), MEd (Simon Fraser)
Jodi Hoffman, BSW (Victoria), MSW (Calgary)
Diane Klaws, BSW (Victoria), MSW (Victoria)
Kristen Kvakin, BSW, (Victoria), MSW Candidate (Victoria)
Tracey Lavoie, BA, BSW, MSW (Manitoba), PhD Candidate (McGill)
Hillary Cormack Lu, BSW, MSW (Victoria)
Kirsten Mikkelsen, BSW, MA-IGOV (Victoria)
Peter Monk, BSW (Victoria), MSW (British Columbia)
Nancy Pike, BSW (Victoria), MSW (Dalhousie)
Lindsay Risk, BA (Concordia), BSW (British Columbia), MSW (Dalhousie)
Susan Noakes, BA, BSW, MSW (Victoria)
Todd Ormiston, BSW, MPA (Victoria), PhD (British Columbia)
Melvin Peters, BSW (Calgary), MSW (Carleton)
Sherri Pooyak, BSW (Victoria), MSW (Victoria)
Tracy Schonfeld, BA (British Columbia), BSW (Victoria), MSW (Dalhousie)
Katherine Smith, BSW (Victoria), MSW (Dalhousie)
Anne Spikler, BSW (Victoria), MSW (British Columbia)
Glen Tadsen, BA (Simon Fraser), MSW (British Columbia)
Nicola Walker, BA, (Guelph), MA (Guelph), MSW (Victoria)
Fonda Willis, BA, MA (Saskatchewan)

Administrative Staff

Cheryl Aro, BSW, MSW, PhD Candidate (Victoria), Indigenous Practicum Coordinator
Dora Leigh Bjornson, Program Director, Distance Education
Maxine Gibson, BSW, MSW (Victoria), Practicum Coordinator
Michelle Osborne, BSW (Victoria), Admissions Coordinator
Patric Lougheed, Distance Education Program Assistant
Melvin Peters, BSW (Calgary), MSW (Carleton), Academic Administrative Officer
Shaw Hoey, BA, BSW (British Columbia), MSW (Victoria), Practicum Coordinator
Marian Simmonds, BSW (British Columbia), Academic Adviser

GENERAL INFORMATION

Mission Statement

The emerging vision of the School of Social Work commits us to social justice and anti-racist, anti-oppressive social work practices, and to promoting critical enquiry that respects the diversity of knowing and being.

Our educational mission is to prepare generalist social work practitioners skilled in critical self-reflection and in working with individuals, families, groups and communities. In particular, we endeavour to prepare Indigenous social workers and child welfare practitioners and we emphasize structural, feminist, Indigenous and anti-oppressive analyses.

Our scholarly mission is to share and create collective knowledge and understanding through engaging in critical enquiry and by supporting research and innovative curriculum development at the undergraduate and graduate levels.

Our practice mission is to act on social justice issues through community change initiatives and anti-oppressive social work. Our political and social responsibility is to participate in and reflect community experiences in all our efforts to challenge oppressive societal structures.

In all our activities, we aspire to create a supportive environment that promotes equity, respect, responsibility, curiosity, collaboration, flexibility, risk taking and creativity. We support interdisciplinary collaboration. We seek to provide accessible and...
flexible social work education and we are committed to working across differences such as gender, age, race, ethnicity, class, ability and sexual orientation.

**SOCIAL WORK PROGRAMS**

**Bachelor of Social Work**

The School of Social Work offers a program of studies leading to the degree of Bachelor of Social Work (BSW) that is fully accredited by the Canadian Association for Social Work Education. Graduates are employed in a wide range of government and voluntary organizations such as family and children's services, residential care facilities, community centres, mental health clinics, home health care, hospitals, women's services, corrections and Indigenous social services.

Students may complete their BSW through distance education (web based delivery). Please note that all distance education students must attend a five day required face-to-face component as part of SOCW 312 and that on line/distance courses are available only to students residing in Canada. Alternatively, students may complete their 3rd year courses on-campus with 4th year courses via distance education. Please note that SOCW 356 is only available through distance education and some 4th year courses may be available on campus depending on enrolment/resources. The School works with students to facilitate completion of field placements in geographic areas of their choice, provided suitable placements are available (please see HSD "Regulations Concerning Practica" on page 194).

All students admitted to the BSW program or taking social work courses must have computer and internet access for the duration of their program of studies in order to participate in web based learning, and for program administration purposes. Students require a UVic Netlink ID with a UVic e-mail address. A high speed internet connection is highly recommended for students participating in web-mediated courses.

The School has the same expectation for participation in web based learning activities as they have for participation in face-to-face learning activities. An 80% attendance level is required for a student's "presence" in web based learning, as it is for a student's presence in face-to-face based learning.

**BSW Specializations**

Students may elect to choose one of the Specializations offered in the Social Work program. All students receive BSW degrees, and, for those students who complete a Specialization, the Specialization will be noted on the student's transcript only.

**Indigenous Social Work Specialization**

This specialization is a concentration within the BSW program and provides opportunities for Indigenous BSW students to focus their undergraduate program on preparing for leadership roles as helpers and healers in Indigenous communities and various Indigenous organizations. Students will co-create learning environments with other Indigenous students and faculty in the School.

The intent of this specialization is to provide Indigenous students an opportunity to develop helping and healing practice frameworks that centralize Indigenous knowledges, peoples, nations and communities.

Admission to the specialization is limited to Indigenous Peoples of North America.

**Child Welfare Specialization**

This specialization is intended to prepare students for child welfare work, with an emphasis on protection work in government and other mandated child welfare settings. A non-child protection option is available for students who do not intend to practise in mandated settings after graduation.

**Indigenous (Child Welfare) Specialization**

The intent of this specialization is similar to the Indigenous Specialization with an emphasis on the well-being of Indigenous children, families and communities. Admission to the specialization is limited to Indigenous students of North America.

**SCHOOL ADMISSION REQUIREMENTS**

Application packages are available on the School of Social Work website December 1st of each year. The deadline for application submission is January 31st for both the May and September entry points. Official transcripts, UVic Undergraduate Admissions applications or Undergraduate Records re-registration forms must be received by the January 31st document deadline.

In addition to choosing either the May or September entry points, applicants must also select how they would like to complete their studies: on-campus/distance education combination or by distance education. Those students applying to distance education must attend a mandatory five day face-to-face component as part of SOCW 312.

Admission to the BSW program requires:

1. Completion of a minimum of the first two years (30 units) of an undergraduate program at UVic, with an overall average of at least 4.0 (on the UVic 9.0 point scale) or better, or the equivalent at another university or community college on the last 12 units of university-transfer course work at the time of application (up to and including December).

2. Within the required 30 units, completion of SOCW 200A and 200B or their equivalents. 24 units should be completed from within general education subject areas.

3. For the May entry point only, applicants will be considered for admission with 27 units of credit in order to then complete SOCW 200A and 200B in this session. Students are also required to meet UVic’s “Academic Writing Requirement”, page 31.

The number of applicants admitted will depend on the resources available to the School and the number of qualified applicants. An initial screening for admission will be based on sufficient number of units and grade point average as stated above. Provided applicants meet these criteria, they will be evaluated for
admission to the School of Social Work based on grade point average, and a written submission.

Transfer Credit for Social Service Certificate or Diploma Students

Students who have completed a social services certificate or diploma program at a college may be eligible to receive discretionary credit from the School. This is normally 3 units for a completed certificate (1 year in length with at least 1 practicum), and 6 units for a completed diploma (2 or 3 years in length with at least 2 practicums). University transfer courses will be calculated separately.

SCHOOL ACADEMIC REGULATIONS

Academic Performance

Students in the School of Social Work must maintain a sessional GPA of 4.0 in both third and fourth years; otherwise they may be required to withdraw from the School. Students are required to follow the professional conduct guidelines below, and may be required to withdraw from the School for violating these provisions.

Information Sharing

The University of Victoria School of Social Work is committed to supporting students to become capable, professional Social Workers. Evaluative feedback about student progress may be shared amongst instructors and staff in the School in order to promote student success or to address concerns about professional conduct.

Professional Conduct

All students in the School of Social Work must adhere to the Faculty of Human and Social Development’s “Guidelines for Professional Conduct” and “Regulations Concerning Practica”, page <OV>. In addition, students are subject to the provisions of the Social Work Code of Ethics in the province or territory in which they reside as well as the Canadian Association of Social Work (CASW) Code of Ethics.

A student who has breached these provisions may be:

a) required to engage in a course of action to address concerns; and/or
b) suspended from continued participation in a course prior to the course end date; and/or
c) assigned a failing grade (grade of F or N) for a course; and/or
d) asked to withdraw from the Social Work Program.

Appeals

For those who decide they have reason to contest the decision, the normal avenue of appeal is available.

Availability of Courses to Students Outside the School

Some third- and fourth-year courses may be taken by students not admitted to the School, with the permission of the Director, if space permits. Students are required to make a written request to the BSW Admissions Coordinator to be considered for such courses. Students may be permitted to take up to 3 units of Social Work courses. Prerequisites are completion of 30 units of credit including SOCW 200A and 200B.

Practica

Students are referred to the Faculty of Human and Social Development’s “Regulations Concerning Practica”, page <OV>. Students may be required to complete their practica in an agency requiring:

- proof of immunization;
- a criminal record check;
- an administration fee;
- identification badges;
- other agency specific requirements.

All costs related to these are the responsibility of the student.

All students completing a practicum in BC will be required to complete a criminal record check through the relevant Ministry.

Prior Learning Assessment

Students admitted to the program who have significant social work or social justice experience may be eligible for Prior Learning Assessment for the first practicum. Initial inquiries about eligibility for PLA should be directed to the Field Education Co-ordinators at the School of Social Work. The Director will make the final decision regarding eligibility.

Minor

Students registered in a degree program in the Faculty of Human and Social Development may declare a Minor program in another faculty with written permission from their school and the department offering the Minor, and the Deans of the respective faculties. The Minor will be added to the student’s academic record upon completion of program requirements in Human and Social Development and the general degree requirements in the other faculty.

Course Challenge

The School of Social Work allows course challenges for up to 9 units of course work with permission of the School. These units will be comprised of SOCW 200A and 200B plus six units of third and fourth year courses excluding SOCW 311, 312, 413, 402, 404 and 404A. Students may complete a Prior Learning Assessment for SOCW 304.
PROGRAM REQUIREMENTS

Minimum Degree Requirements

Candidates for the BSW degree must meet the minimum degree requirements for a bachelor’s degree outlined on page 41. Students should note in particular the “Academic Writing Requirement”, page 31. Students entering the BSW program can transfer in up to 33 units of previous credit, of which a maximum of 6.0 units can be senior Social Work and HSD courses.

BSW degree students should have a minimum of 24 units of liberal arts/social sciences/humanities courses to fulfill program requirements.

Practicum Requirement

Students should be aware that two practicum courses are required in order to complete the course of study for a BSW.

NOTE: Students must submit an application for practicum at least one term in advance of registration in order to ensure adequate time is available for planning and organizing their practicum. For application deadlines please see the School of Social Work website.

Course Requirements: First and Second Years

SOCW 200A and 200B are required for entry into the BSW program. It is recommended that potential BSW applicants complete SOCW 200A and 200B prior to applying to the program; however, SOCW 200A and 200B are not required to be completed or in progress at the time of BSW application.

In addition to SOCW 200A and 200B, students are advised to take a variety of courses in the liberal arts, social sciences and humanities.

Course Requirements: Third and Fourth Years

A minimum of 27 units must be third- or fourth-year Social Work courses (includes HSD courses, except HSD 425).

Non-Social Work electives may include any UVic courses at any year level, including English, if required.

Prerequisites for all Social Work courses: 30 units including SOCW 200A and 200B. See the course descriptions for pre- or corequisite of Social Work courses.

Third and Fourth Years — Standard BSW

<table>
<thead>
<tr>
<th>Fourth Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCW 402 ................................................................. 4.5</td>
</tr>
<tr>
<td>SOCW 413* ................................................................. 1.5</td>
</tr>
<tr>
<td>SOCW 451 ................................................................. 1.5</td>
</tr>
<tr>
<td>Elective 1 ................................................................. 1.5</td>
</tr>
<tr>
<td>Electives 2 ................................................................. 6.0</td>
</tr>
<tr>
<td>Total units: .............................................................. 15.0</td>
</tr>
<tr>
<td>Total units for third and fourth years: ......................... 30.0</td>
</tr>
<tr>
<td>Total units for the program: ..................................... 60.0</td>
</tr>
</tbody>
</table>

* Students admitted to the School of Social Work prior to September 2009 may use SOCW 323 in lieu of SOCW 311, 312, and 413. Students who take SOCW 323 cannot receive credit for SOCW 311 and 312.

1. General elective (if required).
2. Third and fourth year Social Work and/or HSD electives.

Third and Fourth Years: Indigenous Social Work Specialization

<table>
<thead>
<tr>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCW 311* (formerly part of SOCW 323) .................... 1.5</td>
</tr>
<tr>
<td>SOCW 312* (formerly part of SOCW 323) .................... 1.5</td>
</tr>
<tr>
<td>SOCW 319* (formerly part of SOCW 318) .................... 1.5</td>
</tr>
<tr>
<td>SOCW 304 or 304A .................................................. 4.5</td>
</tr>
<tr>
<td>SOCW 350A ............................................................. 1.5</td>
</tr>
<tr>
<td>SOCW 354 ............................................................. 1.5</td>
</tr>
<tr>
<td>SOCW 356 ............................................................. 1.5</td>
</tr>
<tr>
<td>SOCW 391 ............................................................. 1.5</td>
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<tr>
<td>Total units: .............................................................. 15.0</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Year</th>
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<tbody>
<tr>
<td>SOCW 402 ................................................................. 4.5</td>
</tr>
<tr>
<td>SOCW 413* ................................................................. 1.5</td>
</tr>
<tr>
<td>SOCW 451 ................................................................. 1.5</td>
</tr>
<tr>
<td>SOCW 491 ................................................................. 1.5</td>
</tr>
<tr>
<td>SOCW 492 ................................................................. 1.5</td>
</tr>
<tr>
<td>Electives 1 ................................................................. 3.0</td>
</tr>
<tr>
<td>Electives 2 ................................................................. 1.5</td>
</tr>
<tr>
<td>Total units: .............................................................. 15.0</td>
</tr>
<tr>
<td>Total units for third and fourth years: ......................... 30.0</td>
</tr>
<tr>
<td>Total units for the program: ..................................... 60.0</td>
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</tbody>
</table>

* Students admitted to the School of Social Work prior to September 2009 may use SOCW 323 in lieu of SOCW 311, 312, and 413. Students who take SOCW 323 cannot receive credit for SOCW 311 and 312.

1. General elective (if required).
2. Third or fourth year SOCW or HSD elective.
Third and Fourth Years: Child Welfare Specialization

The fourth-year practicum will take place in an approved child welfare setting (BC Ministry of Children and Family Development, Indigenous child welfare agency, an approved government agency in another province).

See SOCW 404 or 404A course descriptions for pre- and corequisites.

Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCW 311* (formerly part of SOCW 323)</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 312* (formerly part of SOCW 323)</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 319* (formerly part of SOCW 318)</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 304 or 304A</td>
<td>4.5</td>
</tr>
<tr>
<td>SOCW 350A</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 354</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 356</td>
<td>1.5</td>
</tr>
<tr>
<td>Elective 1</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Total units:</strong></td>
<td><strong>15.0</strong></td>
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Fourth Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SOCW 404 or 404A</td>
<td>4.5</td>
</tr>
<tr>
<td>SOCW 413*</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 451</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 475</td>
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<tr>
<td>SOCW 476</td>
<td>1.5</td>
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<tr>
<td>Choose two of SOCW 350B, 471, 469</td>
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<tr>
<td>Elective 1</td>
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<tr>
<td><strong>Total units:</strong></td>
<td><strong>15.0</strong></td>
</tr>
<tr>
<td><strong>Total units for third and fourth years:</strong></td>
<td><strong>30.0</strong></td>
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</tbody>
</table>

1. General elective (if required).

Third and Fourth Years: Indigenous Child Welfare Social Work Specialization

Fourth-year practicum must be in an approved Indigenous Child Welfare Agency.

See SOCW 404 or 404A course descriptions for pre- and corequisites.

Third Year

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SOCW 311* (formerly part of SOCW 323)</td>
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</tr>
<tr>
<td>SOCW 312* (formerly part of SOCW 323)</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 319* (formerly part of SOCW 318)</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 304 or 304A</td>
<td>4.5</td>
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<tr>
<td>SOCW 350A</td>
<td>1.5</td>
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<tr>
<td>SOCW 354</td>
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<tr>
<td>SOCW 356</td>
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<tr>
<td>SOCW 391</td>
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<tr>
<td><strong>Total units:</strong></td>
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Fourth Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SOCW 350B</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 404 or 404A</td>
<td>4.5</td>
</tr>
<tr>
<td>SOCW 413*</td>
<td>1.5</td>
</tr>
<tr>
<td>SOCW 451</td>
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<tr>
<td>SOCW 491</td>
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<tr>
<td>SOCW 492</td>
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<tr>
<td>Elective 1</td>
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<tr>
<td><strong>Total units:</strong></td>
<td><strong>15.0</strong></td>
</tr>
<tr>
<td><strong>Total units for third and fourth years:</strong></td>
<td><strong>30.0</strong></td>
</tr>
<tr>
<td><strong>Total units for the program</strong></td>
<td><strong>60.0</strong></td>
</tr>
</tbody>
</table>

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1. General elective (if required).