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 of Human and Social Development

Faculty Members
Patricia Marck, BSN (Edmonton), MN, PhD (Edmonton), Professor and Dean
Esther Sangster-Gormley, BSN, MS, (Florida), PhD (Dalhousie), Associate Professor and Associate 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
Penny Cash, BEd, MEd, PhD (Australia), Adjunct Associate Professor

General Information

DEGREES AND PROGRAMS OFFERED

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 "Undergraduate Co-operative Education" (page 64) 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 see "Minor in Public Administration" (page 183). For details of the undergraduate programs in Health Information Science, see...
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 Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSD 400 (1.5)</td>
<td>Policy in the Human Services</td>
</tr>
<tr>
<td>HSD 401 (1.5)</td>
<td>Women in the Human Services</td>
</tr>
<tr>
<td>HSD 425 (1.5)</td>
<td>Qualitative and Quantitative Analysis</td>
</tr>
<tr>
<td>HSD 460 (1.5)</td>
<td>Special Topics in Human and Social Development</td>
</tr>
<tr>
<td>HSD 464 (1.5)</td>
<td>Introduction to Disability Studies</td>
</tr>
<tr>
<td>HSD 490 (1.5)</td>
<td>Directed Studies</td>
</tr>
</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.

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.

Practicum 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 designate 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 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. Please refer to “Appeals” (page 57).

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 Comtassel, BA (UC, Irvine), MA, PhD (Arizona), Associate Professor and Director
Taiaake 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-Krūpua, BA (Hawaiʻi), PhD (California, Santa Cruz), Adjunct Professor
Heidi Kiwetinepinesiik 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 (Hawaiʻi), Adjunct Professor
Lisa Strelein, BComm & LL.B (Murdoch Australia), PhD (Australian National), Adjunct Professor
EYERITUS
James Tully, BA (British Columbia), PhD (Cambridge), Distinguished Professor Emeritus

LOCAL ADVISORY COUNCIL
Cheryl Bryce, Songhees First Nation;
Myrna Crossley-Elliot, Songhees First Nation;
Dave Dennis, Huu-Ay-Aht First Nation;
Marianne Nicolson, Dzawada’enuxw Tribe of the Kwakwaka’wakw First Nations;
Siolya (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 students 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 Artz, BA, MA, PhD (UVic), Professor

Jessica Ball, BA (UBC), MA, MPH, PhD (Berkeley), Professor
Marie Hoskins, BA (UBC), MEd, PhD (UVic), Professor
Valerie Kuehn, BScN (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 Magnuson, 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 (Linthfield), MSW (Portland State), PhD (S.Cal), Adjunct Associate Professor
Nancy Bell, BA (UBC), MA, EdD (UBC), 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 Anamah-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 Eliott, BA, MA (Berkeley), PhD (UVic), Adjunct Assistant Professor
Nigel Fisher, BA, MA, doctor of Laws (Hon) (McMaster), Adjunct Assistant Professor
Thom 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
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. 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 is available on the SCYC website starting in September: <http://www.uvic.ca/hsd/cyc/index.php>. 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 "Year 1 Admission Requirements: BC/Yukon Secondary School Graduate", page 34).

All secondary school applicants must submit an Application for Admission to the university to Undergraduate Admissions which includes required supplementary materials of a Cover Letter and Professional Resumé.

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 2.0.

All new to UVic transfer applicants must submit an Application for Admission to UVic Admissions using "My UVic Applications". The application includes Child and Youth Care supplementary requirements.

Students returning to UVic from other institutions must submit a reregistration through "My UVic Application" which includes Child and Youth Care supplementary application requirements.

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 Undergraduate Records which includes Child and Youth Care supplementary application requirements using "My UVic Applications".

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” (page 44) applicants 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 44).

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 159).

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 must meet the university Academic Writing Requirement (AWR).
- All CYC courses that are pre- or co-requisites and/or are required for degree completion must be completed with a minimum final grade of C+.
- 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</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYC 100A</td>
<td>Introduction to Professional Child and Youth Care Practice Part One</td>
</tr>
<tr>
<td>CYC 100B</td>
<td>Introduction to Professional Child and Youth Care Practice Part Two</td>
</tr>
<tr>
<td>CYC 152</td>
<td>Introduction to Helping Skills in Child and Youth Care Practice</td>
</tr>
</tbody>
</table>
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.

**Specialization Streams**

The following courses 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 Ministry of Children and Family Development or delegated First Nations child welfare setting.

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

- CYC 410A* (4.5)  
  Advanced Supervised Block Practicum

* Must be completed in a relevant setting.

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

- CYC 410A* (4.5)  
  Advanced Supervised Block Practicum

* Must be completed in a relevant setting.

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

**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

**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 Froebel (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 390. 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>
<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. 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>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<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 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>
<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>
<tr>
<td>CYC 230 (1.5)</td>
<td>Introduction to CYC Practice in Indigenous Contexts</td>
</tr>
<tr>
<td>CYC 240 (1.5)</td>
<td>Ethical Decision-Making in Child and Youth Care Practice</td>
</tr>
<tr>
<td>CYC 250 (1.5)</td>
<td>Law, Indigenous People and the TRC Calls to Action</td>
</tr>
<tr>
<td>CYC 260 (1.5)</td>
<td>Special Topics in Child and Youth Care</td>
</tr>
<tr>
<td>CYC 265 (1.5)</td>
<td>Introduction to Group Work in Child and Youth Care Practice</td>
</tr>
<tr>
<td>CYC 356 (1.5)</td>
<td>Child and Youth Care Practice with Families</td>
</tr>
</tbody>
</table>

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 31).

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
André Kushniruk, BA (Brock), BSc (Brock), MSc (McMaster), PhD (McGill), Professor and Director
Elizabeth Borycki, RN, HBScN (Lakehead), MN (Manitoba), PhD (Toronto), Professor
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
Karen Courtney, 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
Helen Monkman, BSc (Carleton), MA (Carleton), PhD(c) (UVic), Assistant Teaching Professor (Limited Term)
Dave Hutchinson, BSc (Calgary), MSc (Otao), Co-operative Education Coordinator
Emeritus
Jochen J. Protti, BSc (Alberta), MSc (Manitoba), Professor Emeritus
Denis J. Protti, BSc (Alberta), MSc (Manitoba), Professor Emeritus
Visiting, Adjunct and Cross-listed Appointments
David Birnbaum, BA (Berkeley), MPH (Minnesota), PhD (UBC), Adjunct Professor
Bruce Carleton, B. Pharm (Washington), Pharm.D (Utah), 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 Rainbird, BMedSci (Nottingham), BMBS (Nottingham), MRCPG (Nottingham), Adjunct Associate Professor
Lawrence Frisch, BA (Reed), MD (Harvard), MPH (Washington), Adjunct Associate Professor
Manlyne Hebert, BSc (Alberta), PhD (UBC), Adjunct Associate Professor
Mowafa House, BCom (Alberta), MEng (Toronto) PhD (Victoria), Adjunct Associate Professor
Donald W. Juzwiskin, BSc (Alberta), MA (Alberta), MSc (Alberta), Adjunct Associate Professor
Yuri Quintana, BSc (Waterloo), MSc (Waterloo), PhD (Waterloo), Adjunct Associate Professor
Thomas Rosalen, BSc (Calgary), MSc (Calgary), MD (Calgary), Adjunct Associate Professor
Tony Sahama, BSc (Kandy, Sri Lanka), MPhil (Kandy, Sri Lanka), PhD (Melbourne, Australia), MLaw (Queensland, Australia), Adjunct Associate Professor
Aviv Shachak, BSc (Ben-Gurion, Israel), MSc (Hebrew University, Jerusalem), PhD (Bar-Ilan University, Israel), Adjunct Associate Professor
Jeff Barnett, BSc (UBC), MSc (Uvic), Adjunct Assistant Professor
John Chelsom, BA (Oxford), PhD (City U, London), Adjunct Assistant Professor
Michael Downing, MD (Western Ontario), Adjunct Assistant Professor
Bruno Zuberbuhler, MD (Zurich), FEOB (Paris), PhD (City University, London), Adjunct Assistant 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 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.

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 in “Undergraduate Application and Documentation Deadlines” (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 Undergraduate Admissions. Admission requirements for applicants from secondary school are presented in the "Year 1 Admission Requirements: BC/Yukon Secondary School Graduate" (page 34) section 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 refer to "Minimum Degree Requirements for Graduation" (page 55).

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:

- meet the admission requirements for secondary school graduates ("Year 1 Admission Requirements: BC/Yukon Secondary School Graduate", page 34) and have completed fewer than 12 units of university-level courses with a GPA of at least 4.0; OR
- 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 "Year 1 Admission Requirements: BC/Yukon Secondary School Graduate", page 34).

**UVic students: transfer and re-registration**

Current UVic students (those seeking admission from another faculty) must apply to the Health Information Science program using a Faculty Program Change Form within My UVic Application. Returning UVic students who have not registered in the most recent winter or summer session must submit a Reregistration Application using My UVic Application.

**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, 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 reenrolled 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.

**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 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 159), 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 110</td>
<td>1.5</td>
<td>Fundamentals of Programming I</td>
</tr>
<tr>
<td>CSC 115</td>
<td>1.5</td>
<td>Fundamentals of Programming II</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HINF 115</td>
<td>1.5</td>
<td>Programming for Healthcare</td>
</tr>
<tr>
<td>ENGL 135</td>
<td>1.5</td>
<td>Academic Reading and Writing</td>
</tr>
<tr>
<td>ENGL elective</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>HINF 130</td>
<td>1.5</td>
<td>Introduction to Health Information Technology</td>
</tr>
<tr>
<td>HINF 140</td>
<td>1.5</td>
<td>Introduction to the Canadian Health Care Systems</td>
</tr>
<tr>
<td>MATH 151</td>
<td>1.5</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>Electives (3.0 or 4.5)</td>
<td>1.5</td>
<td></td>
</tr>
</tbody>
</table>

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:

**Second Year: First Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINF 200</td>
<td>1.5</td>
<td>Principles of Health Database Design</td>
</tr>
<tr>
<td>HINF 230</td>
<td>1.5</td>
<td>Organizational Behaviour and Change Management</td>
</tr>
<tr>
<td>STAT 252</td>
<td>1.5</td>
<td>Statistics for Business</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT 255</td>
<td>1.5</td>
<td>Statistics for Life Sciences I</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT 260</td>
<td>1.5</td>
<td>Introduction to Probability and Statistics I</td>
</tr>
</tbody>
</table>
Second Year: First Term
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. Students wishing to take 300- and 400-level courses not listed below must receive prior written permission from the Director.

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
ADMN 431A Public Sector Human Resource Management
ADMN 437 Program Evaluation and Performance Measurement
ADMN 477 Strategic Planning and Implementation
AE 322 Digital Arts
AGEI 472 Healthy Ageing
AGEI 473 Chronic Disease and Ageing
ANTH 302 Globalization, Health and the Environment
ANTH 312 Introduction to Medical Anthropology
ANTH 393 Selected Problems in Anthropology: Cultural Anthropology (with approved topic)
BIOL 401A Biotechnology
CENG 420 Artificial Intelligence
COM 302 Business Law
CSC 350 Computer Architecture
CSC 355 Digital Logic and Computer Organization
CSC 360 Operating Systems
CSC 361 Computer Communication and Networks
CSC 371 Data Management and Visualization (non-CSC students only)
DSST 440 Introduction to Disability Studies
DSST 441 Enabling Technologies
ECON 317 The Economics of Canadian Health Care
ECON 318 Health Economics
ECON 320 Economic Development
ECON 435 Financial Economics
ECON 499 Fourth-Year Honours Thesis and Seminar
ED-D 316 Study of Communication in Interpersonal Relationship
ED-D 414 Group Processes
ED-D 417 Skills for Effective Interpersonal Communication
EDCI 335 Learning Design
EDCI 337 Interactive & Multimedia Learning
EDCI 339 Distributed and Open Learning
ENT 402 Entrepreneurship and Small Business for the Non-Specialist
GEOG 308 Introduction to Geographic Information Systems
GEOG 346 Geographies of Environment and Health
GEOG 366 Medical Geographies
HLTH 300 Determinants of Health and Population Health Promotion
HLTH 301 Evolution of Health and Community Services
HLTH 320 Health Program Planning and Project 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. 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.

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
<th>Year 2</th>
<th></th>
<th>Year 3</th>
<th></th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINF 130, 140</td>
<td>3.0</td>
<td>HINF 200, 201, 280</td>
<td>4.5</td>
<td>4.5 units of HINF at the 300 level</td>
<td>4.5</td>
<td>3.0 units of HINF at the 400 level</td>
</tr>
<tr>
<td>MATH 100 or 109, 101, 122</td>
<td>4.5</td>
<td>One of STAT 252, 255 or 260</td>
<td>1.5</td>
<td>CSC 375</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>CSC 106, 110, 115</td>
<td>4.5</td>
<td>SENG 265</td>
<td>1.5</td>
<td>One of these courses may be SENG at the 400 level</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>ENGL 135, 146 or 147</td>
<td>1.5</td>
<td>Elective</td>
<td>1.5</td>
<td>Electives</td>
<td>6.0</td>
<td></td>
</tr>
</tbody>
</table>

1. Students without grade 12 Biology must replace one elective with one of EPHE 141, BIOC 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 fall 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 degree requirement. 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.

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**School of Nursing**

**Elizabeth Banister, BSN (Alta), MA, PhD (Victoria), Professor**

**Anne Bruce, BSN (Victoria), MSN, PhD (Brit. Col), Professor and Associate Director, Graduate Education**

**Gweneth A. Doane, BSN, MA, PhD (Victoria), Professor**

**Susan Duncan, BScN (Alberta), MScN (Brit Col), PhD (Alberta), Professor and Director**

**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, BScN (Calg), MSc (Wat), PhD (Brit Col), Professor**

**Mary Ellen Purkis, BSN (Calg), MSc, PhD (Edin), Professor**

**Kelli Stajduhar, BSN (Victoria), MSN, 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**

**Bernie Pauly, RN, BSN, MN (Alta), PhD (Victoria), Associate Professor, Associate Director Research & Scholarship**

**Esther Sangster-Gormley, BSN, MS (Florida), PhD (Dalhousie), Associate Professor and Associate Dean, Academic, HSD**

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**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**

**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**

**Rick Sawatzky, BSN (Brit Col), MA, PhD (UBC), Adjunct Associate Professor**

**Diane Savchuck, BSN (Van), MN (WA), PhD (BC) Adjunct Associate Professor**

**Darin Abbey, BA (Univ. of Guelph), 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**
The University of Victoria 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.

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-University 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.

**Joint Degree Program in Nursing in Partnership with Camosun College**

The University of Victoria School of Nursing, Faculty of Human and Social Development, in joint partnership with Camosun College’s Department of Nursing, School of Health and Human Services offers a joint degree program in Nursing (JDPN) leading to a Baccalaureate of Science in Nursing Degree.

**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 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 vaccine preventable 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” (page 159), and “Regulations Concerning Practica” (page 160) 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

OR

The student has breached the HSD Faculty Guidelines for Professional Conduct and 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 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, refuse 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.

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 160.

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, (see “Appeals”, page 57) 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 55). Candidates for the BSN degree must meet the minimum degree requirements for a bachelor’s degree outlined under “Minimum Degree Requirements for Graduation” (page 55). Students should note in particular the “Academic Writing Requirement” (page 43).

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 10-year period include confirmation that the applicant has consistently worked in the area of specialty since completion of the post-basic specialty 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 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 terms 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 43). 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**

- **NURS 341** (1.5) Professional Practice IV: Nursing Inquiry
- **NURS 342** (1.5) Health and Healing VI: Global Health Issues
- **NURS 350** (1.5) Health and Healing VII: Promoting Community and Societal Health
- **NURS 360** (1.5) Professional Practice V: Nursing Research

Non-nursing or nursing elective

1. A non-nursing elective may be a 100- to 400-level university transferable course in any discipline other than nursing. A nursing elective may be a 300- or 400-level university transferable nursing elective but does not replace the 4th year nursing elective required for BSN graduation which must be completed at the University of Victoria.

**Term 7**

- **NURS 430** (1.5) Professional Practice V: Leadership in Nursing
- **NURS 456** (1.5) Nursing Practice VI: Nursing within Communities and Health Systems
- **NURS 425** (1.5) Qualitative and Quantitative Analysis or NURS 480 (1.5) Statistics for Evidence-Based Practice

Nursing elective

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: 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**

- **NURS 341** (1.5) Professional Practice IV: Nursing Inquiry
- **NURS 342** (1.5) Health and Healing VI: Global Health Issues
- **NURS 350** (1.5) Health and Healing VII: Promoting Community and Societal Health
- **NURS 360** (1.5) Professional Practice V: Nursing Research

Non-nursing or nursing elective

1. A non-nursing elective may be a 100- to 400-level university transferable course in any discipline other than nursing. A nursing elective may be a 300- or 400-level university transferable nursing elective but does not replace the 4th year nursing elective required for BSN graduation. This elective BSN program requirement is
NURS 325 (1.5) Explorations of Nursing Knowledge and Practice
NURS 341 (1.5) Professional Practice IV: Nursing Inquiry
NURS 342 (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 elective

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 transferable course is normally the required first course in the BSN program. 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
NURS 495 (1.5-3.0) Nurse Practitioner Synthesis

Nursing Electives*

NURS 400 (1.5) Academic Writing for Nurses

* 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.
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 (Ill), 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), M PP, 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
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) (Murdoch), 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 Ruff, MA (UofA), MPP (California, Berkeley), Adjunct Assistant Professor
Rajesh Tandon, Ph.D. (Western Reserve U.), Adjunct Assistant Professor
Sam Weller, CA, MBA, Adjunct Assistant Professor
Sarah Marie Wiebe, Ph.D. (UofO), 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;
• 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;
• 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 education 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 in the School's undergraduate Diploma, Professional Specialization Certificate and Minor in Public Administration Programs.
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 Administration (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 Diploma in Public Sector Management:

- ADMN 310 (1.5)
- ADMN 312 (1.5)
- ADMN 316 (1.5)
- ADMN 420 (1.5)

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

**Managerial Theory and Practice**

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ADMN 407</td>
<td>ADMN 409</td>
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<tr>
<td>ADMN 422</td>
<td>ADMN 431B</td>
<td>ADMN 437</td>
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<td>ADMN 477</td>
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**Policy Areas**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ADMN 423</td>
<td>ADMN 445</td>
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<tr>
<td>ADMN 452</td>
<td>ADMN 462</td>
<td>ADMN 470</td>
</tr>
<tr>
<td>ADMN 478</td>
<td>ADMN 479</td>
<td>ADMN 490</td>
</tr>
</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.

**Transfer to UVic Degree Programs**

Credit obtained within the Diploma in Public Sector Management program, less any credit transferred from a Certificate or Certificate 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:

**Course Delivery Methods**

- Lectures and readings
- Computer-mediated instruction and conferencing
- Tutorials by phone or email
- Study guides and readings (texts and/or selected articles)
- Intensive workshops
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 BCV8V 1X4
  Phone: 250-387-4085
  or
- Executive Director, Local Government Management Association of BC
  7th Floor, 620 View Street
  Victoria BCV8W 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 study 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 BCV8W 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 enrollment 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:

   Courses in this program will be available as enrollment 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 enrollment and funding. Please visit <publicadmin.uvic.ca/difnga> 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 enrollment 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>
<th>Year Two</th>
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<tbody>
<tr>
<td>ICDG 300 (1.0)</td>
<td>ICDG 306 (1.5)</td>
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<tr>
<td>ICDG 301 (1.5)</td>
<td>ICDG 307 (1.5)</td>
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<tr>
<td>ICDG 302 (1.5)</td>
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<td>ICDG 401 (1.5)</td>
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<td>ICDG 308 (1.5)</td>
<td>ICDG 402 (1.5)</td>
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<td>Skills Workshop 1: Program Orientation</td>
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<td>Governance in Indigenous Communities</td>
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<td>Communications in Indigenous Governments and Organizations</td>
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<td>Strategic Planning and Implementation</td>
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<td>Research and Project Management in Indigenous Organizations</td>
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<td></td>
<td>Financial Management in Indigenous Governments and Organizations</td>
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<td>Human Resource Management in Indigenous Organizations</td>
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<td>Managing Change for Effective Social and Community Development</td>
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<td>Lands, Resources and Economic Development</td>
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<td>Leadership in Indigenous Communities and Governments</td>
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<tr>
<td></td>
<td>Capstone Project for Indigenous Governments and Organizations</td>
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<td></td>
<td>Intergovernmental Relations: Working with Others</td>
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</tbody>
</table>

**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 Nonprofit 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:
Public Policy and Governance
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 DPM 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.

Please refer to the general regulations pertaining to “Undergraduate Co-operative Education” (page 64) of the University of Victoria governing all co-operative education students.

School of Public Health and Social Policy
Lyn Davis, BA, MA, PhD (Florida), Assistant Teaching Professor (Limited Term)
Trevor Hancock, BSc, MHS, MB BS (London), Professor (Limited Term)
Michael Hayes, BA, MSc, PhD (McMaster), Professor and Director of the School of Public Health and Social Policy
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 workforce, 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 course work 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 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.

**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 resumé 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, resumé 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 8 (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 resumé. 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 accessibility and the willingness to review applications on a case-by-case basis. Two additional distinct processes exist to facilitate accessibility and the willingness to review applications on a case-by-case basis. Two additional distinct processes exist to facilitate accessibility and the willingness to review applications on a case-by-case basis.

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.

Note: Applicants who have attempted a full year or equivalent of university-level courses are not eligible to apply under this category.

Applicants under this category must also meet the prerequisites for the program they wish to enter.

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 (ie. 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

Students must have completed all core, area of focus and elective courses in the BA program prior to commencing practicum and project (HLTH 430, 435).

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 lack of practicum opportunities may adversely affect members of any of the groups identified in the paragraph above.

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 activities cannot be kept, and also to inform the course instructor, as this 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 or if all core, area of focus and elective courses in the BA program are not completed prior to commencing practicum and project (HLTH 430, 435).

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 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>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 300 (1.5)</td>
<td>Determinants of Health and Population Health Promotion</td>
</tr>
<tr>
<td>HLTH 301 (1.5)</td>
<td>Evolution of Health and Community Services</td>
</tr>
<tr>
<td>HLTH 320 (1.5)</td>
<td>Health Program Planning and Project Management</td>
</tr>
</tbody>
</table>
Required Courses
HLTH 321 (1.5) Human Resource and Fiscal Management in Community Health Systems
HLTH 350 (1.5) Introduction to Health Research
HLTH 351 (1.5) Practice of Evaluation Research
HLTH 360 (1.5) Health Literacy and System Navigation
HLTH 425 (1.5) Quantitative and Qualitative Methods
HLTH 401 (1.5) Health Policy and Health Governance
HLTH 402 (1.5) Health and Community Supportive Technologies
HLTH 403 (1.5) Community Development and Capacity Building
HLTH 404 (1.5) Inter-Professional Practice
HLTH 430 (3.0) Practicum
HLTH 435 (3.0) Culminating Major Paper
Elective (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
DSST 440 (1.5) Introduction to Disability Studies
DSST 441 (1.5) Enabling Technologies
HLTH 405 (1.5) Challenges in Advocacy: Ageing & Disability in Canadian Society

Indigenous Peoples’ Health
INGH 452 (1.5) Traditional Healing in Indigenous Communities
INGH 453 (1.5) Wise Practices in Indigenous Community Health
HLTH 406 (1.5) Indigenous Global Health

International and Global Health and Human Development
INTS 460 (1.5) Foundations in International and Global Health and Human Development
INTS 462 (1.5) The Role of Knowledge in Global Health
HLTH 406 (1.5) Indigenous Global Health

Ageing
AGEI 472 (1.5) Healthy Ageing
AGEI 473 (1.5) Chronic Disease and Ageing
HLTH 405 (1.5) Challenges in Advocacy: Ageing & Disability in Canadian Society

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

May to August Term
Area of Focus 2nd Course ..................................................... 1.5
HLTH 351 ........................................................................ 1.5
HLTH 360 ........................................................................ 1.5
Elective ........................................................................ 1.5

Second Year
September to December Term
HLTH 404 ........................................................................ 1.5
HLTH 402 ........................................................................ 1.5
HLTH 403 ........................................................................ 1.5
HLTH 404 ........................................................................ 1.5
January to April Term
HLTH 430 ........................................................................ 3.0
HLTH 435 ........................................................................ 3.0

Diploma in Aboriginal Health Leadership
Indigenous Peoples’ Health (4.5 units)
INGH 452 (1.5) Traditional Healing in Indigenous Communities
INGH 453 (1.5) Wise Practices in Indigenous Community Health
HLTH 406 (1.5) Indigenous Global 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
Jacque Green, BSW, MPA, (Victoria), PhD (Victoria), Associate Professor and Director
Billie Allan, BA (Carleton), MSW (Toronto), PhD (Toronto), Assistant Professor
Jeanine Carriere, BA (Alberta), BSW (Manitoba), MSW (UBC), PhD (Alberta), Professor
V.C. Rhonda Hackett, BA (Toronto), MSW (Toronto), PhD (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
FACULTY OF HUMAN AND SOCIAL DEVELOPMENT

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
Leslie Brown, BSW (Regina), MPA, PhD (Victoria), Professor Emeritus
Mary Lynn 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
Barb Whittington, BSW, MSW (British Columbia) Associate Professor Emeritus

Visiting, Adjunct and Cross-listed Appointments
Lena Dominelli, BA (Simon Fraser), MA, PhD (Sussex), Adjunct Professor Emeritus
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 (Carroll College), MSW (Montana)
Pamela Cambiazo, BFA (Victoria), MSW (Victoria)
Michele Fairbairn, BSW, MSW (Manitoba), PhD Candidate (Memorial)
Maxine Gibson, BSW, MSW (Victoria)
Leanne Gislason, BSW (Regina), MSW (Victoria)
Kim Grzybowski, BSW (Regina), MSW (Victoria)
Sharon Hobenshield, BSW (Victoria), MED (Simon Fraser)
Jodi Hoffman, BSW (Victoria), MSW (Calgary)
Diane Klaws, BSW (Victoria), MSW (Victoria)
Kristen Kvakic, BSW, MSW (Victoria)
Tracey Lavoie, BA, BSW, MSW (Manitoba), PhD Candidate (McGill)
Hillary McCormack Luis, BSW, MSW (Victoria)
Kirsten Mikkelsen, BSW, MA-IGOV (Victoria)
Peter Monk, BSW (Victoria), MSW (British Columbia)
Mandeep Mucina, BA (Victoria), MSW (Toronto), PhD (Toronto)

Susan Noakes, BA, BSW, MSW (Victoria)
Nancy Pike, BSW (Victoria), MSW (Dalhousie)
Lindsay Risk, BA (Concordia), BSW (British Columbia), MSW (Dalhousie)
Todd Ormiston, BSW, MPA (Victoria), PhD (British Columbia)
Melvin Peters, BSW (Calgary), MSW (Carleton)
Sheri Poo, BSW (Victoria), MSW (Victoria)
Tracey Schonfeld, BA (British Columbia), BSW (Victoria), MSW (Dalhousie)
Marion Selfridge, BA (Alberta), BSW (Victoria), MSW (Washington), PhD Candidate (Victoria)
Katherine Smith, BSW (Victoria), MSW (Dalhousie)
Anne Spiker, 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
Patricia Lougheed, Distance Education Program Assistant
Melvin Peters, BSW (Calgary), MSW (Carleton), Academic Administrative Officer
Shawn 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 160).

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:
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 approximately 2 terms in advance of registration in order to ensure adequate time is available for planning and organizing their practicum. Newly admitted students who plan to do their initial practicum within the first 2 terms of their study must apply upon accepting their offer of admission.

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**

**Third Year**
SOCW 311* (formerly part of SOCW 323) .................. 1.5
SOCW 312* (formerly part of SOCW 323) .................. 1.5
SOCW 319* (formerly part of SOCW 318) .................. 1.5
SOCW 304 or 304A ............................................... 4.5
SOCW 350A .......................................................... 1.5
SOCW 354 .......................................................... 1.5
SOCW 356 .......................................................... 1.5
Elective¹ ............................................................ 1.5
**Total units: ......................................................** 15.0

**Fourth Year**
SOCW 402 .......................................................... 4.5
SOCW 413* .......................................................... 1.5
SOCW 451 .......................................................... 1.5
Elective¹ ............................................................ 1.5
Electives² .......................................................... 6.0
**Total units: ......................................................** 15.0
**Total units for third and fourth years: ..................** 30.0
**Total units for the program: ................................** 60.0

* 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

#### Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<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>
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</tr>
<tr>
<td>SOCW 319* (formerly part of SOCW 318)</td>
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</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>
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<tr>
<td>SOCW 391</td>
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<td><strong>Total units:</strong></td>
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<tr>
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<tr>
<td>SOCW 413*</td>
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<tr>
<td>SOCW 451</td>
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<tr>
<td>SOCW 491</td>
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<tr>
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</tr>
<tr>
<td>Electives¹</td>
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</tr>
<tr>
<td>Elective²</td>
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<td><strong>Total units:</strong></td>
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</tbody>
</table>

**Total units for third and fourth years:** **30.0**

**Total units for the program:** **60.0**

* 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

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<tr>
<td>SOCW 312* (formerly part of SOCW 323)</td>
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<tr>
<td>SOCW 319* (formerly part of SOCW 318)</td>
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<tr>
<td>SOCW 304 or 304A</td>
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<td>SOCW 350A</td>
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<td>SOCW 356</td>
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<td>Elective¹</td>
<td>3.0</td>
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<tr>
<td><strong>Total units:</strong></td>
<td><strong>15.0</strong></td>
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</tbody>
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**Total units for the program:** **60.0**

* 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).