

StFX CONTINUING & DISTANCE EDUCATION

Fall & Winter 2012-13

Undergraduate Courses • Post RN Bachelor of Science in Nursing
Graduate Studies in Education • PhD in Educational Studies
Diploma in Intellectual Disability Studies • Diploma in Ministry
Certificate in Continuing Care (PostRN)
Certificate in Gerontological Studies (PostRN) • Certificate in Spirituality
Special Interest Courses: Writing Essentials • University Math Preparation
Creating a Successful Online Business • Liturgical Foundations
Teaching English as a Second Language • Learning Lunches



**StFX Continuing & Distance Education
2012–2013**

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IMPORTANT DATES

See the current StFX Academic Calendar for other important dates

(<http://www.mystfx.ca/services/registrar/pdfs/AcademicCalendar2012-2013.pdf>)

2012 FALL TERM

July 15	Final date to apply for degree or diploma to be conferred at Fall Convocation
August 20	Final date to register for Master of Education courses
September 10	Diploma in Ministry Fall term courses begin
September 4	Distance Nursing Fall term courses begin
September 8	Undergraduate Fall term classes begin on campus
September 10	Undergraduate Fall term online courses begin
September 17	Diploma in Intellectual Disability Studies Fall term courses begin
September 17	Deadline for Graduate Studies in Education (Master of Education) Winter and Spring term course registration, after which a late registration fee will be charged. Students must register for Winter and Spring courses by this date.
September 24	Certificate in Spirituality Fall term courses begin (online)
September 10	Master of Education Fall term classes begin (unless otherwise indicated)
September 30	Application deadline for Thelma May Kempffer Entrance Scholarship for Distance Nursing students
October 1	Liturgical Foundations course begins (online)
October 14	Final date to apply for degree or diploma to be conferred at Spring Convocation
November 15	Application deadline for Fall term Study Awards for Master of Education students and part-time undergraduate students
November 30	Application deadline for Study Awards for Part-time Post RN BScN students
November 30	Last day Undergraduate Fall term online courses
December 3	Feast Day of St. Francis Xavier
December 7	Examinations for online undergraduate courses begin
December 8	Fall Convocation

2013 WINTER TERM

January 10	Diploma in Ministry Program Winter term courses begin
January 4	Master of Education Winter term courses begin
January 7	Undergraduate and Distance Nursing Winter term online courses begin (unless otherwise indicated)
January 14	Deadline to register for Certificate in Spirituality and Diploma in Intellectual Disability Studies
January 21	Diploma in Intellectual Disability Studies Winter term courses begin
January 28	Certificate in Spirituality Winter term courses begin
February 15	Application deadline for Winter term Study Awards for Master of Education students and part-time undergraduate students
February 15	Final date to apply for Master of Education Program (Program begins in July)
February 20	Mid-term Recess begins. Continuing & Distance Education courses may substitute the public school midterm recess, at the discretion of individual instructors
March 29	Last day of Winter term classes for online undergraduate courses
April 1	Master of Education Spring term begins
April 2	Examinations for online undergraduate courses begin
May 5	Spring Convocation

2012–2013 CONTINUING & DISTANCE EDUCATION FALL / WINTER PROGRAMS

Please refer to the most current electronic version of this calendar for updated information, available on the StFX Continuing & Distance Education website: www.sites.stfx.ca/continuingeducation/.

The regulations governing admission and degree requirements are as set forth in the current StFX *Academic Calendar* http://sites.stfx.ca/registrars_office/academic_calendar

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

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

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

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

PART-TIME STUDY

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

ADMISSION TO ST FRANCIS XAVIER UNIVERSITY

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

INTERNATIONAL GRADUATE STUDENTS

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

ONLINE LEARNING

Taking courses online provides a flexible and convenient opportunity for you as a student. Online platforms include [Moodle](#) and Blackboard Collaborate™.

Many of our online courses and programs use Moodle as the learning management system, providing students with the flexibility of choosing the time of day or night they wish to participate in their course. Moodle is often used for discussions and document sharing throughout the term.

Graduate courses in Education (MEd) use both Collaborate and Moodle. Collaborate is real time, meaning you and your peers are present at the same time. Through Collaborate, you will be able to listen and speak with others and through interactive tools, see and share activities. You will either access your Collaborate classroom via either a link provided to you from your professor, or via a link in your Moodle course.

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

- You must have access to a computer and the Internet on a regular basis. You will need to check your course daily to participate in discussions and to get course materials and updates. Also, keep your StFX email inbox active, as this is the professor's method of communicating with you.
- You must be prepared to spend at least 10 hours of study time per week for each course you are taking. Online courses provide flexibility and convenience; however, they do require time, commitment, and attention.
- Time management skills are important in an online course. Check your course daily for new postings, updates, assignment deadlines, quiz dates, etc. In many courses, weekly schedules are provided to help you stay on track.
- Moodle and Collaborate tutorials are available. Participate in a tutorial before the course begins to ensure that you are prepared for the first class. These tutorials will help your understanding of the transition from traditional classroom into an online classroom and ensure you have the required technology to participate.
- You will be expected to participate and share in discussions by responding to questions posted by the instructor as well as responding to postings by others in your class. This is done in an open, constructive, and friendly manner. Posting your thoughts and comments provides you the opportunity to reflect on your answers before posting them.
- Technology guidelines for Windows and Mac are provided on page 7.

TECHNOLOGY SUPPORT AND GUIDELINES FOR COMPUTER-BASED DISTANCE COURSES

Moodle Support for students in Continuing & Distance Education programs/courses

Email: cdesupport@stfx.ca

Contact Continuing & Distance Education Moodle Support if you require support for Moodle or help with technology issues related to online courses.

Collaborate Support/Tutorials for Teaching and Learning

Email: fzadeh@stfx.ca

Phone: (902) 867-5728

Collaborate Technical Support (24/7)

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

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

Phone: 1-877-382-2293

Minimum system requirements for participating in online courses

Windows Specifications

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

Mac Specifications

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

STUDENT EMAIL ACCOUNTS

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

Accessing webmail (your personal StFX email account):

1. Go to the MyStFX homepage <http://sites.stfx.ca/welcome/>

The screenshot shows the MyStFX homepage for St. Francis Xavier University. At the top, there is a search bar and a dropdown menu for 'A to Z Index'. Below the header, there is a 'RESOURCES' section with tabs for 'Student' and 'Faculty/Staff'. A list of services is provided, including Academic Advising, Accessible Learning, Accounting Services, Athletics, Campus Security, Campus Store, Chaplaincy, Child Care, Conference Services, Continuing & Distance Education, Counseling Services, Co-operative Education Program, Dining Services, External Scholarships, Facilities Management, Faculty List Page, Financial Aid Office, Health Centre, Human Rights and Equity, and International Exchange. A red arrow points from the 'WEBMAIL' link in the navigation bar to the 'Change Password' link in the second screenshot. The main content area features a 'MyStFX Students, Faculty and Staff' section with a photo of two women, one holding an award. Below this are several news items with titles and dates. At the bottom, there are links for 'News' and 'Events', along with a 'Submit an Event / More Events' link.

2. Select the Webmail link and enter your user name (e.g., x2012abc) and your applicable password as outlined on your PIN letter.

Changing your Password:

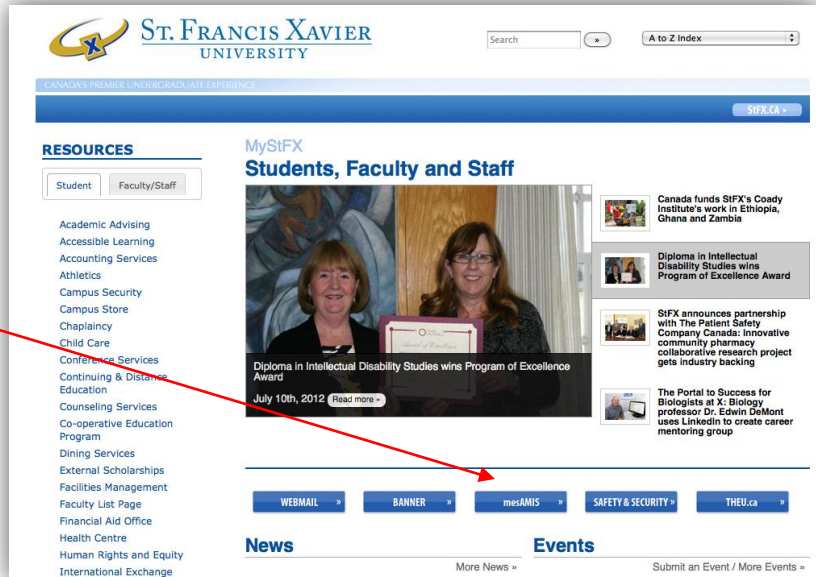
1. Go to the MyStFX homepage
2. Click the Webmail link (as noted above in the screenshot)
3. Click on the Change Password link on the left side of the page

The screenshot shows the Outlook Web Email interface for St. Francis Xavier University. The header includes the StFX logo and the text 'Outlook Web Email'. On the left side, there is a navigation menu with links for 'Change Password', 'Spam Quarantine', 'Quota Status', 'Personalize Your Email', and 'Notice'. A red arrow points from the 'Change Password' link in this menu to the 'Change Password' link in the first screenshot. The main content area displays a message: 'Your session has timed out. To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. Please re-enter your user name and password.' Below this message are input fields for 'Username:' and 'Password:', followed by a 'Log On' button. There are also sections for 'Client' and 'Security' with radio buttons for 'Slow Connection', 'Lab or Public Computer', and 'Personal Computer'. At the bottom, there is a footer with 'TSG Contact Information' and a link to the 'Acceptable Use Policy'.

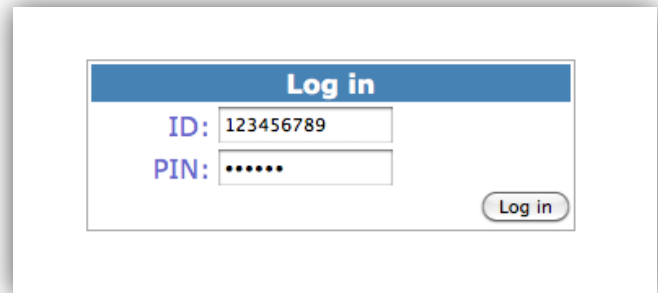
To view and reset your original password:

1. Go to MyStFX homepage
<http://sites.stfx.ca/welcome/>

2. Click on mesAMIS



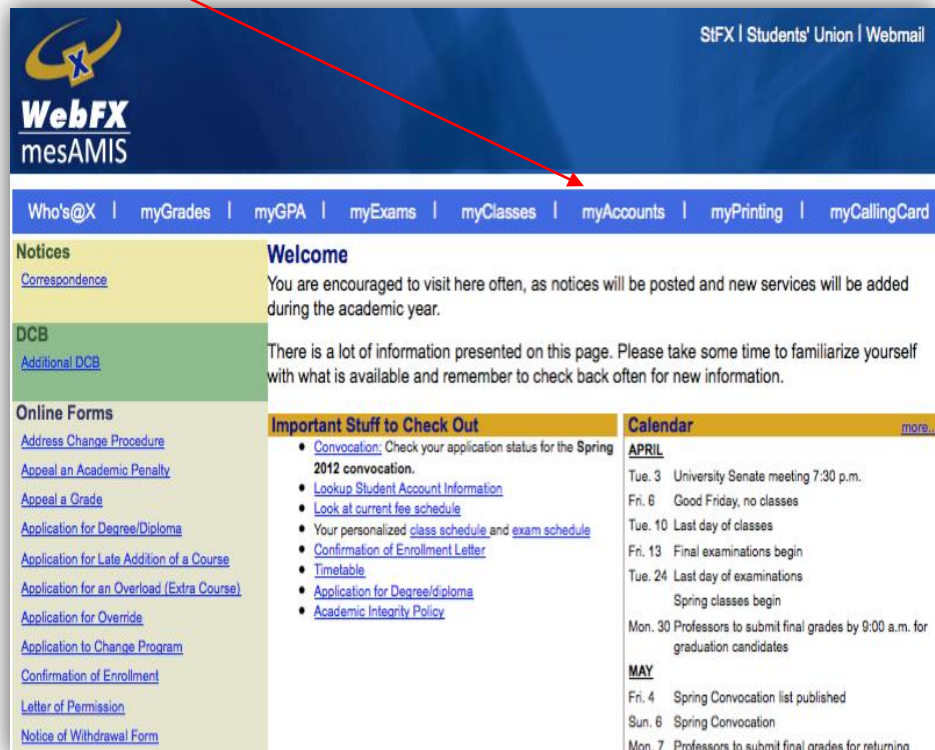
3. Log into the system by using your Student ID as your user name and your 6-digit numeric password



4. Select the 'myAccounts'

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

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



COURSE REGISTRATION INFORMATION

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

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

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

Check your registration times /dates

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

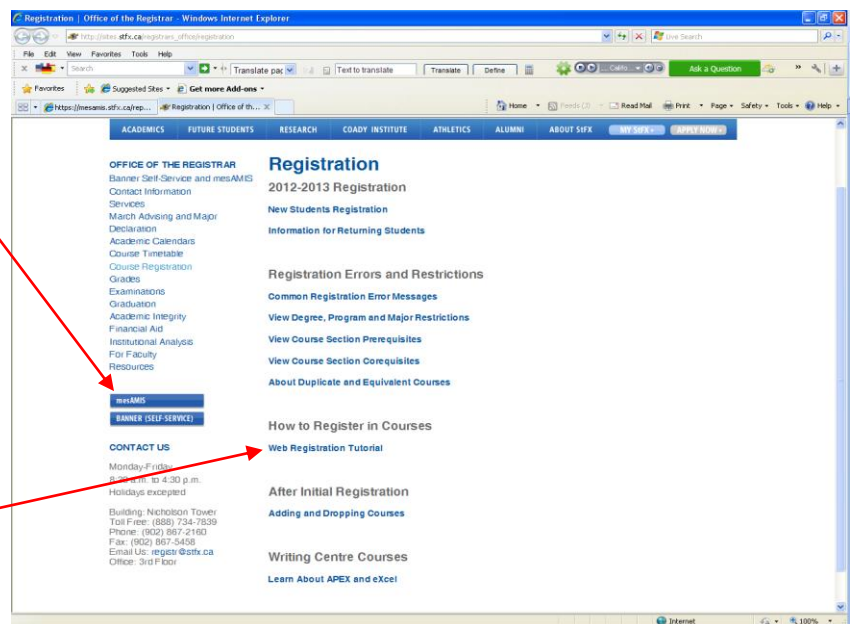
HOW TO REGISTER FOR A COURSE

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

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

1. Select the following link: sites.stfx.ca/registrar_office/registration
2. Click on 'Log into mesAMIS,' then enter your student ID and your 6-digit numeric PIN

Note the web registration tutorial link



3. Select the Registration link and then enter your student ID and your 6-digit numeric PIN once again
4. Click on the 'Student Services' tab
5. Select 'Registration,' emphasized by the colour purple
6. Select the appropriate term, i.e., Full Academic Year 2012-2013, or Spring 2013 or Summer 2013
7. Select Add/Drop Classes
8. Input the CRN(s) (Course Reference Number) into the field(s) at the bottom of the page
9. Once CRNs are entered, click the 'Submit Changes' at the bottom of the screen

When registering online, please ensure that you print a copy of your 'myGrades' report which will include any current registration you have in our system. If you do not see any current registration, please contact our Program Office for assistance as this may suggest you have encountered technical difficulties. The 'myGrades' link can be accessed through your personalized mesAMIS: http://sites.stfx.ca/registrar_office/bannermesamis.

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

It is the responsibility of students to know their respective degree patterns. To ensure you are following the right program pattern contact:

- med@stfx.ca – Master of Education Program
- distance.nursing@stfx.ca – Distance Nursing Program
- advising@stfx.ca - Undergraduate

COURSE REGISTRATION INFORMATION FOR MASTER OF EDUCATION STUDENTS

The following course registration information is for the Master of Education Program. For all other programs, please see specific program information on the applicable web pages or contact our Registrar's Office; contact information located within the following link: sites.stfx.ca/registrar_office/registration.

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

COURSE DROP AND REFUND

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

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

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

REGISTRATION DEADLINES

August 20 Master of Education courses
August 27 Undergraduate courses online

TUITION FEES FOR PART-TIME STUDENTS

Nova Scotia Students:

\$616.34* per 3-credit course (\$744.62 less applicable Tuition Bursary)
\$1232.68* per 6-credit course (\$1,489.24 less applicable Tuition Bursary)

Non-Nova Scotia Students:

\$718.52* per 3-credit course (\$744.62 less applicable Tuition Bursary)
\$1,437.04* per 6-credit course (\$1,489.24 less applicable Tuition Bursary)

International Students:

\$1,439.62* per 3-credit course (\$744.62 plus International Fee \$695)
\$2,879.24* per 6-credit course (\$1,489.24 plus International Fee \$1390)

*Amounts include Information & Technology fees and Student Union fees and are subject to change by the StFX Board of Governors.

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

Please see the *StFX Academic Calendar* section 2.1.4 for further information:

http://sites.stfx.ca/registrar_office/academic_calendar

PAYMENT OPTIONS

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

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

1. Go to the StFX student home page (<http://sites.stfx.ca/welcome/>)
2. Select mesAMIS
3. Log in using your Student ID as your user name and your six digit numeric password as your PIN.
4. From your homepage under 'Important Stuff to Check Out' select 'Lookup Student Account Information'
5. For student account inquiries, please contact the StFX Business Office directly at (902) 867-2123

COURSE CANCELLATION

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

RECEIPTS

T2202As for income tax purposes are available through our student accounts office. The following link will bring you directly to student accounts webpage: sites.stfx.ca/financial_services/StudentAccounts.

ACADEMIC REGULATIONS

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

ACADEMIC COUNSELLING

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

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

STUDENT ID CARDS

Student ID cards may be obtained by visiting our Safety and Security Office. The office is located at 5005 Chapel Square. For information call (902) 867-3981. Email address: <http://www.sites.stfx.ca/security/>.

STUDY AWARDS

STUDY AWARDS FOR PART-TIME UNDERGRADUATE STUDENTS

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

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

Deadline to apply for award is November 15 and February 15 of each year. Application forms can be found at sites.stfx.ca/continuingeducation/undergrad.

STUDY AWARDS FOR PART-TIME POST RN BScN STUDENTS

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

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

Deadline for applications is November 30. Application forms can be located through the following link: sites.stfx.ca/continuingeducation/distance_nursing.

STUDY AWARDS FOR MASTER OF EDUCATION STUDENTS

A limited number of \$500 study awards will be granted each year to current students in good standing in the Master of Education program. Deadlines for application for each academic year are November 15 and February 15. Application forms can be located through the following links: <http://sites.stfx.ca/continuingeducation/undergrad-study> and http://sites.stfx.ca/continuingeducation/master/application_forms.

X-RING

Undergraduate students in good academic standing at the beginning of their final year of taking courses may consider applying for the University's X-ring. Master of Education students must be enrolled in 36 credits to apply for their X-ring. The X-ring ceremony takes place on December 3, The Feast of St. Francis Xavier. For information on purchasing your X-ring please call the Students' Union (902)867-2495. The X-ring webpage can be accessed via www.stfx.ca/prospective/x-ring.

GRADUATION: APPLICATION FOR DEGREE AND DIPLOMA

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

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

The screenshot shows the WebFX mesAMIS portal interface. At the top right, it says 'STFX | Students' Union | Webmail'. The main navigation bar includes links for 'Who's@X', 'myGrades', 'myGPA', 'myExams', 'myClasses', 'myAccounts', 'myPrinting', and 'myCallingCard'. On the left, there are sections for 'Notices' (with a link to 'Correspondence'), 'DCB' (with a link to 'Additional DCB'), and 'Online Forms' (with links to 'Address Change Procedure', 'Appeal an Academic Penalty', 'Appeal a Grade', 'Application for Degree/Diploma', 'Application for Late Addition of a Course', 'Application for an Overload (Extra Course)', 'Application for Override', 'Application to Change Program', 'Confirmation of Enrollment', 'Letter of Permission', and 'Notice of Withdrawal Form'). A red arrow points from the 'Application for Degree/Diploma' link to the 'Important Stuff to Check Out' section. The main content area features a 'Welcome' message, a 'Register in Courses' button, and two columns: 'Important Stuff to Check Out' (with links to 'Lookup Student Account Information', 'Look at current fee schedule', 'Your personalized class schedule and exam schedule', 'Confirmation of Enrollment Letter', 'Timetable', 'Application for Degree/diploma', and 'Academic Integrity Policy') and 'Calendar' (with dates for APRIL and MAY).

STFX | Students' Union | Webmail

WebFX
mesAMIS

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

Notices
[Correspondence](#)

DCB
[Additional DCB](#)

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

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

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

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

Register in Courses

Important Stuff to Check Out

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

Calendar [more...](#)

APRIL

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

MAY

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

UNDERGRADUATE COURSES

CRN = Course Reference Number

ANTIGONISH (ON CAMPUS)

For a tentative listing of day and evening classes on the university campus, please refer to the following website:
sites.stfx.ca/registrars_office/Course_Timetable

ONLINE COURSES

COURSES	DATES	DESCRIPTION
ART 141.66 History of Art I CRN 49526 L. Quiqley	January 7 – March 29, 2013	This course is a survey of the visual arts in the western world from prehistoric cave paintings to the great Gothic cathedrals of the late Middle Ages. This will include the art of the ancient world – Egypt, Greece and Rome – as well as Byzantine, Islamic, and European Art of the Medieval period. Three credits
ART 330.66 Catholicism and the Arts		The primary purpose of this course is to examine the Christian tradition as it is expressed in literature: biblical figures and events, liturgical traditions, religious symbols, and Christian themes that have appeared, across the ages, in poetry, drama, fiction, and non-fiction prose. As well, it considers how these Christian elements appear in visual art (and architecture). The course focuses primarily on Catholicism. However, it necessarily encompasses the Protestant Reformation, as well, which significantly influenced England, the home of our English literary tradition, beginning in the 16 th century. Six credits.
CATH 330.66 Catholicism and the Arts		The primary purpose of this course is to examine the Christian tradition as it is expressed in literature: biblical figures and events, liturgical traditions, religious symbols, and Christian themes that have appeared, across the ages, in poetry, drama, fiction, and non-fiction prose. As well, it considers how these Christian elements appear in visual art (and architecture). The course focuses primarily on Catholicism. However, it necessarily encompasses the Protestant Reformation, as well, which significantly influenced England, the home of our English literary tradition, beginning in the 16 th century. Six credits.

COURSES	DATES	DESCRIPTION
<p>PSCI 345.66 Women and Politics</p> <p>CRN 49527</p> <p>L. Stan</p>	<p>September 10 – November 30, 2012</p>	<p>This course is an introduction to the study of women and politics and to the contemporary feminist debates and dilemmas that relate to the subject. The course is comprised of three main elements: 1) feminist studies and political science, 2) women and formal politics, and 3) women’s status around the world. Topics include the varieties of feminist political thought in the Western political tradition, the evolution and politics of the women’s movement, women’s participation in political parties and legislatures in selected countries, women and work, and the situation of women in African and predominantly Muslim countries. The course includes key dimensions of political science: comparative politics, public policy, Canadian politics, and political theory. Cross-listed as WMGS 345. Three credits.</p>
<p>PSCI 395.66 Mexican Politics</p> <p>CRN 49528</p> <p>Y. Grenier</p>	<p>January 7 – March 29, 2013</p>	<p>This course looks at Mexico’s distinct political tradition. It presents and discusses Mexico’s main political actors (i.e., political parties, groups, social movements) and institutions (i.e., democratic, republican, federal, presidential), and examines the political challenges of democratization and liberalization. Prerequisite: PSCI 210 recommended. Three credits.</p>
<p>PSYC 100.66 Introduction to Psychology</p> <p>CRN 49529</p> <p>Z. Hayes</p>	<p>September 10, 2012 – March 29, 2013</p>	<p>This course is a survey of the major topics of psychology as well as an introduction to the methodology of psychological research. PSYC 100 is a prerequisite for all other courses in psychology except PSYC 291, 292, and 390. Six credits.</p>
<p>RELS 120.66 Religion, Spirituality, and Health</p> <p>CRN 49530</p> <p>R. Tekel</p>	<p>September 10, 2012 – March 29, 2013</p>	<p>This is an introductory course which provides a thematic focus on spirituality, healing, and well-being in selected Eastern and Western religious traditions. Each unit of study will include an introduction to the tradition; explore spiritual paths pursued by its practitioners; examine characteristics of illness, healing, and well-being in the tradition; and explore one or more specific contemporary health concerns and healing practices which arise from within each religious tradition. Six credits</p>
<p>SOCI 100.66 Introduction to Sociology</p> <p>CRN 49531</p> <p>C. Aubrecht</p>	<p>September 10, 2012 – March 29, 2013</p>	<p>Sociology provides tools for understanding a wide range of human experience and action, from the search for identity, to struggles against exploitation, to the making on new “global” world order. This course introduces the basic concepts and methods of sociology, helps students make sense of the social world, and explores the extent and limits of our capacity to change the social world. Six credits.</p>

COURSES	DATES	DESCRIPTION
SOCI 210.66 Sociology of Marriage and Family CRN 49532 N. Verberg	September 10, 2012 – March 29, 2013	This course analyzes the institution of the family from a sociological perspective. Attention is given to macro and micro levels of analysis. Statistical profiles of family patterns are employed to illuminate change in family structure over the past century. Topics include marriage, fertility, parenting, family violence, divorce, and family policy. Cross-listed WMGS 210. Six credits. Prerequisite: SOCI 100.
SOCI 250.66 Deviance and Social Control CRN 49533 D. MacDonald	September 10, 2012 – March 29, 2013	This course introduces students to the processes of deviance and social control by critically examining the social category of deviance and its use in social institutions and daily social practices. Topics include: Mental illness, drug and alcohol use, alternative sexualities, social violence, business crime, the normalization of disability; and forms of social control such as the judicial system, disability, medicine, education, and social interaction. Six credits. Prerequisite SOCI 100.
WMGS 345.66 Women and Politics CRN 49534 L. Stan	September 10 – November 30, 2012	This course is an introduction to the study of women and politics and to the contemporary feminist debates and dilemmas that relate to the subject. The course is comprised of three main elements: 1) feminist studies and political science, 2) women and formal politics, and 3) women’s status around the world. Topics include the varieties of feminist political thought in the Western political tradition, the evolution and politics of the women’s movement, women’s participation in political parties and legislatures in selected countries, women and work, and the situation of women in African and predominantly Muslim countries. The course includes key dimensions of political science: comparative politics, public policy, Canadian politics, and political theory. Cross-listed as PSCI 345. Three credits.
WMGS 210.66 Sociology of Marriage and Family CRN 49535 N. Verberg	September 10, 2012 – March 29, 2013	This course analyzes the institution of the family from a sociological perspective. Attention is given to macro and micro levels of analysis. Statistical profiles of family patterns are employed to illuminate change in family structure over the past century. Topics include marriage, fertility, parenting, family violence, divorce, and family policy. Cross-listed SOCI 210. Six credits. Prerequisite: SOCI 100.

POST RN PROGRAMS BY DISTANCE

POST RN BACHELOR OF SCIENCE IN NURSING (DISTANCE)

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

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

PART TIME POST RN CERTIFICATE PROGRAMS

St. Francis Xavier University is pleased to offer certificate programs in clinical specialty areas to Post RN students through distance education. Designed specifically for practicing nurses, these courses enable nurses to develop a stronger theory base, enhance their nursing practice, and address health care needs across nursing practice and life continuums. Each course is transferable into the StFX Bachelor of Science in Nursing program and a certificate of completion is awarded upon successful completion of all required courses. Each certificate program is comprised of four required courses valued at 3 credits each, totaling 12 credits overall.

- **CERTIFICATE IN CONTINUING CARE**

This program is designed to prepare registered nurses to move into the area of home health care area. This program enables nurses to move from acute care to home health care and expand their professional competencies and knowledge. The core curriculum includes the following courses:

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

- **CERTIFICATE IN GERONTOLOGICAL NURSING**

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

N115: Health Teaching and Learning
N245: Aging and the Older Adult
N425: Comprehensive Health Assessment
N488: Challenges in Aging: Implications for Nursing

Information / Registration:

Distance Nursing Programs
Continuing & Distance Education
St. Francis Xavier University
PO Box 5000, Antigonish, NS B2G 2W5
Toll free: 1-800-565-4371 or 1-800-588-2246
Email: distance.nursing@stfx.ca
www.mystfx.ca/academic/continuinged/Nursing.html

DISTANCE NURSING FALL/WINTER SCHEDULE

COURSE	DATES	DESCRIPTION
BIOL 105.77 Cell Biology CRN 49562 LAB CRN 49563 V. Karunakaran	September 10 – November 16, 2012 Online	This course will focus on the structure and function of cells, cell division, patterns of inheritance, and the molecular basis of inheritance. Three credits.
BIOL 115.77 Microbiology CRN 49576 Lab CRN 49577 V. Karunakaran	January 7 - March 15, 2013 Online	An introduction to microorganisms from a human perspective, this course deals with viruses, bacteria and fungi. Topics include bacterial structure and function, bacterial genetics and antibiotic resistance, and viral structure and function.
BIOL 251.77 Human Anatomy and Physiology I CRN 49564 Lab CRN 49565 V. Karunakaran	September 10 - November 16, 2012 Print-based	Using an integrated approach to the study of the integumentary, skeletal, muscular, nervous, and endocrine systems, this course provides students with a comprehensive working knowledge of the anatomy and physiology of these systems. Three credits.
BIOL 252.77 Human Anatomy and Physiology II CRN 49578 Lab CRN 49579 V. Karunakaran	January 7 - March 15, 2013 Print-based	As an integrated study of the cardiovascular, respiratory, urinary, reproductive, and digestive systems, this course provides students with a comprehensive working knowledge of the anatomy and physiology of these systems. Prerequisite: BIOL 251. Three credits.
CHEM 150D.77 General & Biological Chemistry CRN 49566 Lab CRN 49567 M. Aquino	September 10, 2012 - March 29, 2013 Print-based	Topics include basic concepts of general chemistry, an introduction to organic nomenclature and the reactive of functional groups, and coverage of the fundamentals of biological chemistry. Six credits.
DNUR 115.77 Health Teaching and Learning CRN 49569 D. Vandewater	November 19, 2012 - February 1, 2013 Print-based	In contrast to health protection and illness prevention, health promotion is a broad and holistic concept. This course explores the concept of health promotion; the nurse's role in health promotion; the teaching-learning process; population health; social action and justice; and the socio-cultural, economic, and political factors that influence health and health behaviour. Three credits.

COURSE	DATES	DESCRIPTION
DNUR 135.77 Contemporary Issues in Nursing CRN 49557 A. Gillis	September 10 – November 16, 2012 Print-based	The foundation for all subsequent nursing courses, this course explores the evolution of nursing as a profession, including its theoretical and philosophical bases. Topics include Orem’s self-care theory, legal and ethical issues, health care reform, the image of professional nursing, and changing health care priorities. Three credits.
DNUR 201.77 Community Mental Health Nursing I CRN 49559 C. McPherson	September 10 - November 16, 2012 Print-based	This course introduces the application of mental health nursing principles to specific clinical disorders. A subsequent elective course, DNUR 202, builds on the foundations explored in this course. Practice component. Three credits.
DNUR 205.77 Community Health Nursing CRN 49580 M. MacLellan	February 4 - April 12, 2013 Online	This course explores the role of the community health nurse in the context of a changing health care system. Topics include population health, primary health care, community assessment, epidemiology and demography, environment and ecology, cultural competence, ethics, and community-as-partner. Three credits.
DNUR 300.77 Research Methods CRN 49572 Lab CRN 49573 A. Gillis	November 19, 2012 - April 12, 2013 Print-based	This course introduces students to research methods used in nursing science. Topics include conducting and appraising research; concepts of research design, implementation, analysis, and interpretation; descriptive and inferential statistics; quantitative and qualitative research design; and research ethics and biases. Six credits.
DNUR 330.77/.71 Legal and Ethical Issues in Nursing CRN 49574 CRN 49575 A. Belardo	November 19, 2012 - April 12, 2013 Print-based	This course examines the moral and ethical implications of various practices in the field of health care as they affect human life and the basic dignity of the person. This course also explores the moral, ethical, legal, and theological issues raised by recent developments in the life sciences. Cross-listed as RELS 300. Six credits.
DNUR 415.77 Nursing of Adults II CRN 49558 E. Jensen	September 10 - November 16, 2012 Online	This is a theoretical and practice-based course exploring chronic health issues related to diseases of the nervous, endocrine, and sensory systems, among others. In a primary, secondary, or tertiary setting, students will deliver comprehensive medical or surgical nursing care to adults at risk for or experiencing a complex health problem. Leadership practice component. Three credits.
DNUR 425.77 Comprehensive Health Assessment CRN 49581 M. MacNeil	February 4 - April 12, 2013 Online	This theory and practice course focuses on a systematic assessment of the well adult. Students will incorporate health history and physical examination of body systems in identifying self-care requisites for a diverse population. Three credits.

COURSE	DATES	DESCRIPTION
DNUR 473.77 / .71 Basic Concepts of Pathophysiology CRN 49582 CRN 49591 B. Seplaki	January 7 - March 15, 2013 Online	This course provides the student with an understanding of basic concepts of pathophysiology. Special emphasis is given to these processes as they affect and are re-affected by the aging process. Prerequisites: BIOL 105, 115, 251, 252; CHEM 150 recommended. Three credits.
DNUR 483.77 / .71 Hospice Palliative Care Nursing CRN 49611 CRN 49583 D. Vandewater	January 7 -March 15, 2013 Online	This course provides an overview of theories, current practices, and relevant issues in the field of palliative care, with a focus on the nurse's role. In line with the philosophy of nursing at StFX, students will explore concepts of self-care and health promotion as they relate to quality of life issues. Three credits.
DNUR 488.77 / .71 Challenges in Aging: Implications for Nursing CRN 49560 CRN 49561 B. Seplaki	September 10 - November 16, 2012 Online	Using nursing and sociological perspectives on aging, students will explore holistic care of the older client, including current gerontological issues and trends and their implications for nursing. This course has an integrated nursing practice component. This course may be used as an open or NURS elective by third or fourth-year BScN students. Three credits.
DNUR 490.77 Forensic Nursing CRN 49568 S. Wilson	September 10, 2012 - February 1, 2013 Online	Forensic nursing refers to the application of nursing science and knowledge to legal proceedings. This course will examine the application of nursing science to the investigation and treatment of trauma, death, violent or criminal activity, and traumatic accidents within the clinical or community institution. Patient populations to be considered include victims of sexual assault; elder, child, and spousal abuse; unexplained or accidental death; trauma and assault; as well as the perpetrators of these and other criminal activities. Six credits.
DNUR 494.77 Leadership and Management in Nursing CRN 49570 A. Gillis	November 19, 2012 - February 1, 2013 Online	This course is an examination of nursing leadership theories and management models and their relationship to client care. The course explores the changing roles and expectations for registered nurses as leaders in the health care system. Three credits.

GRADUATE STUDIES IN EDUCATION: MASTER OF EDUCATION

PROGRAM DESCRIPTION

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

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

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

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

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

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

PROGRAM OVERVIEW

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

StFX offers a MEd degree with specialization in Educational Leadership and Administration, or in Curriculum and Instruction. Within the Educational Leadership and Administration stream a student may chose a focus on Instructional Leadership. Students must complete the specified core courses and choose electives appropriate to their interests.

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

The degree fulfills the requirements of the Nova Scotia Department of Education for an increase in level of teacher certification. Nova Scotia students who are granted sabbatical leaves from their board are advised to contact Teacher Certification for approval for their program prior to starting their MEd. Graduate courses in Education are offered as fall, winter, spring, and summer courses in locations around the province and online.

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

EDUCATIONAL LEADERSHIP AND ADMINISTRATION STREAM

First Summer:

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

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

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

Final Research Course:

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

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

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

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

First Summer:

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

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

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

Final Research Course:

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

First Summer:

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

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

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

Final Research Course:

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

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

COURSE-BASED, PROJECT, OR THESIS

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

Course-based Route:

Core Courses	18 credits
Electives	18 credits

or

Project-based Route:

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

or

Thesis Route:

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

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

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

Graduate courses which may be taken for credit towards a Master of Education degree are listed in the *Academic Calendar* at http://sites.stfx.ca/registrars_office/academic_calendar. Not all courses are offered each year.

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

INTERNATIONAL STUDENTS

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

INTERNATIONAL STUDENT HANDBOOK

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

COHORTS

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

FULL-TIME STUDY

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

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

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

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

PART-TIME STUDY

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

SUMMER SCHOOL REQUIREMENT

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

STFX EMAIL ACCOUNT

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

The web link to the online application form for both full- and part-time applicants is:
http://sites.stfx.ca/continuingeducation/master/application_forms.

MASTER OF EDUCATION COURSE SCHEDULE 2012–2013

F = Fall term (September – December)

W = Winter term (January – March)

S = Spring term (April – June)

Online registration is available to all Master of Education students from **July 18 – September 5, 2012**. You must register for Fall, Winter, and Spring courses at this time. Financial obligation to each registered course does not commence until the day prior to the official start of the class. Registration is on a first-come, first-served basis and is limited.

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

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

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

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

ANTIGONISH**Xavier Hall, St. Francis Xavier University**

Courses indicated with an asterisk () will be available simultaneously face-to-face and online (via Collaborate) - students can choose to take the course in a face-to-face setting or online.

NOTE: Classes will not be held on October 8 – Thanksgiving Monday

All courses are 3 credits

COURSE	DATES	DESCRIPTION
*EDUC 508.10 (F) Critical Research Literacy in Education CRN 49584 M. Meyer	Tuesdays, 4:00 pm – 7:00 pm September 11, 18, 25 October 2, 9, 16, 23, 30 November 6, 13, 20, 27 Room: Xavier Hall 123	This course examines educational research issues and trends from the perspective of professional practice. Students will explore a variety of educational research publications in relation to their own educational context. Prerequisite: EDUC 505.
*EDUC 536.66 (F) Program Development CRN 49585 M. Olson	Wednesdays 4:00 pm – 7:00 pm September 12, 19, 26 October 3, 10, 17, 24, 31 November 7, 14, 21, 28 Room: Xavier Hall 123	Program development is investigated from the practitioner’s perspective using narrative inquiry to explore relationships among the four curriculum commonplaces of students, teacher, curriculum, and milieu.
EDUC 544.10 (F) Cross-Cultural Issues in Education CRN 49586 L. Kearns SRSB Diversity Cohort	Saturdays, 9:00 am – 4:00 pm September 8, November 17 Room: Xavier Hall 228A Mondays 4:00 pm – 7:00 pm (Online-Collaborate) September 10, 17, 24 October 1, 15, 22, 29 November 5 , 12	In this course students will examine various issues and theories related to cultural and race relations policies and practices in education systems.
*EDUC 573.10 (F) Professional Development and Supervision CRN 49587 A. MacNeil-Wilson	Wednesdays 4:00 pm – 7:00 pm September 12, 19, 26 October 3, 10, 17, 24, 31 November 7, 14, 21, 28 Room: Xavier Hall 228A	This course addresses the role of supervision in an instructional program, focusing on human resources and the professional development process for instructional and support staff.

COURSE	DATES	DESCRIPTION
<p>*EDUC 507.20 (W) Qualitative Research Methods in Education</p> <p>CRN 49588</p> <p>J. Mitton</p>	<p>Mondays, 4:00 pm – 7:00 pm</p> <p>January 7, 14, 21, 28 February 4, 11, 18, 25 March 4, 18, 25 Plus 3 hours TBD</p> <p>Room: TBA</p>	<p>This course explores current qualitative methodologies used in educational contexts. Students will explore the components of a research proposal and develop an understanding of methodologies such as phenomenology, ethnography, critical theory, narrative, phenomenology, ethnography, critical theory, narrative, and action research. Students will develop a qualitative research proposal. Normally EDUC 507 is for students pursuing a thesis or project. Prerequisite: EDUC 505.</p>
<p>*EDUC 532.20 (W) Curriculum Theory</p> <p>CRN 49589</p> <p>L. Kearns</p>	<p>Wednesdays 4:00 pm – 7:00 pm</p> <p>January 9, 16, 23, 30, February 6, 13, 20, 27, March 6, 20, 27 Plus 3 hours TBD</p> <p>Room: TBA</p>	<p>In this course major curriculum theories and theorists in the field of literacy will be examined and implications of each position for program development for schooling will be explored.</p>
<p>*EDUC 561.20 (W) Leadership and Administrative Theories</p> <p>CRN 49590</p> <p>J. Tompkins</p>	<p>Tuesdays, 4:00 pm – 7:00 pm</p> <p>January 8, 15, 22, 29, February 5, 12, 19, 26 March 5, 19, 26 3 Hours TBD</p> <p>Room: TBA</p>	<p>This course is an introductory to theory, research, and practice in educational administration. Emphasis is placed on the evolutionary nature of administrative theory and its role in the operation of public education systems.</p>
<p>*EDUC 527.30 (S) Principles of Learning</p> <p>CRN 14401</p> <p>C. Boulter</p>	<p>Mondays, 4:00 pm – 7:00 pm</p> <p>April 1, 8, 15, 22, 29, May 6, 13, 20, 27, June 3 6 hours TBD</p> <p>Room: Xavier 123</p>	<p>This course examines theories of learning and development and their implications for instruction. In addition to the general cognitive and behaviourist theories, the course will focus on the aspects of cognitive learning that are relevant to understanding the diversity of learners.</p>
<p>*EDUC 533.30 (S) Dynamics of Change</p> <p>CRN 14402</p> <p>W. MacAskill</p>	<p>Wednesdays 4:00 pm – 7:00 pm</p> <p>April 3, 10, 17, 24, May 1, 8, 15, 22, 29, June 5 6 Hours TBD</p> <p>Room: Xavier 123</p>	<p>This course examines major concepts in the successful implementation of change. Students will learn to recognize and understand the ways in which change can have an impact on education.</p>

COURSE	DATES	DESCRIPTION
EDUC 545.67 (S) English as a Second Language CRN 14415 M. George SRSB Diversity Cohort	Tuesdays, 4:00 pm – 7:00 pm (Online – Collaborate) April 2, 9, 16, 23, 30 May 7, 14, 21, 28, June 4 6 Hours TBD	The course will cover theoretical and methodological aspects of learning and teaching a second language, focusing on the learning and teaching of English. Students will become familiar with the relevant research and examine the prevalent theories in different ESL areas.

DARTMOUTH

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

COURSE	DATES	DESCRIPTION
EDUC 532.10 (F) L'étude du curriculum en immersion française CRN 49593 I. Bernard	Les samedis - 22 septembre, 27 octobre, 24 novembre de 9h00-15h00 Collaborate: les lundis 1 ^{er} octobre, 15 octobre, 5 novembre, 19 novembre de 18h 00 à 21h 00 Moodle: 6 heures	Les participants à ce cours étudieront les résultats d'apprentissage des programmes d'études pour l'immersion/l'école francophone en Nouvelle-Écosse et analyseront les ressources disponibles pour les divers cours et niveaux d'études avec l'optique des approches contemporaines de la planification des programmes d'études. Les participants développeront leurs connaissances pour se préparer à aider les élèves en difficultés. Les participants approfondiront leurs perspectives en étudiant les programmes d'études d'autres provinces.
EDUC 553.20 (W) Application des tests en français Immersion pour les élèves ayant des difficultés d'apprentissage CRN 49594 D. Demers	Les samedis - 19 janvier 2013 - 9 février 2013 - 23 février 2013 de 9h 00 à 15h 00 Collaborate : les mercredis- les 30 janvier, 6, 13, 20 février de 16h 30 à 19h Moodle: 8 heures	Les participants découvriront la recherche sur l'évaluation en éducation, plus spécifiquement, les outils de dépistage et d'évaluation utilisés en immersion et en français langue maternelle. Le cours fera une analyse des concepts liés à l'évaluation psychométrique, aux concepts de validité et de fiabilité dans les instruments d'évaluation de niveaux B et C d'après la Politique en matière d'éducation spéciale et d'après les lignes directrices des psychologues scolaires. Le cours couvrira aussi quelles informations l'équipe de planification de programme peut obtenir des forces et des besoins spécifiques de l'élève et des différentes évaluations (salles de classe, services de ressource et psychologue scolaire) afin d'informer la programmation individuelle.
EDUC 554.30 (S) L'Évaluation des élèves en difficulté II : interprétation des tests et la préparation des plans de programmes individualisés pour les élèves. CRN 14403 D. Demers	Les samedis - 6 avril 2013 - 27 avril 2013 - 11 mai 2013 9h 00 à 15h 00 Collaborate : les mercredis- les 17 et 24 avril et le 1er et 8 mai 2013 de 16h 30 à 19h 00 Moodle: 8 heures	Les participants à ce cours apprendront à interpréter les résultats des tests pour mieux programmer et développer des plans de programmes individualisés et des adaptations. La communication des résultats d'évaluation et des plans individualisés aux professeurs, administrateurs, et parents sera aussi soulignée.

HALIFAX (Halifax Leadership Cohort)
Bicentennial School
85 Victoria Road - Dartmouth

COURSE	DATES	DESCRIPTION
EDUC 529.66 (F) School Teaching and Effectiveness CRN 49596 D. Robinson	Saturdays, 9:00 am – 4:00 pm September 22, October 20, November 17 Bicentennial School Tuesdays 6-9pm (Online - Collaborate) September 25 October 2, 23, 30 November 20, 27	This course explores the place of the principal as facilitator of key aspects of effective school programming such as assessment for learning the program planning process, and the enactment of the principles of learning.
EDUC 573.66 (W) Professional Development and Supervision CRN 49597 E. Munroe	Saturday, 9:00 am – 4:00 pm January 12 Friday, 6:00 pm -9:00 pm / Saturday, 9:00 am-4:00 pm March 22/23 Tuesdays, 6:00 pm – 9:00 pm (Online - Collaborate) January 22, 29 February 5, 19, 26 March 5, 19	This course addresses the role of supervision in an instructional program, focusing on human resources and the professional development process for instructional and support staff.
EDUC 581.30 (S) The Role of the Principal CRN 14404 S. Tomie	Saturdays, 9:00 am – 4:00 pm April 6, May 4, June 1 Tuesdays, 6-9pm (Online - Collaborate) April 16, 23, 30 May 14, 21, 28	An examination of perspectives on educational leadership, delegation of functionally categorized responsibilities, administration of instructional programs, effective enhancement of staff, and the development of productive and satisfying learning environments for students.

ONLINE - COLLABORATE

Atlantic Standard Time

Courses indicated with an asterisk () will be available simultaneously face-to-face and online (via Collaborate) - students can choose to take the course in a face-to-face setting or online.

COURSE	DATES	DESCRIPTION
*EDUC 508.10 (F) Critical Research Literacy in Education CRN 49584 M. Meyer	Tuesdays, 4:00 pm – 7:00 pm Room: Xavier Hall 123 September 11, 18, 25 October 2, 9, 16, 23, 30 November 6, 13, 20, 27	This course examines educational research issues and trends from the perspective of professional practice. Students will explore a variety of educational research publications in relation to their own educational context. Prerequisite: EDUC 505.

COURSE	DATES	DESCRIPTION
EDUC 527.66 (F) Principles of Learning CRN 49598 C. Boulter	Mondays, 7: 00 pm – 10:00pm September 10, 17, 24 October 1, 15, 22, 29 November 5, 12, 19, 26 Plus 3 hours TBD	This course examines theories of learning and development and their implications for instruction. In addition to the general cognitive and behaviourist theories, the course will focus on the aspects of cognitive learning that are relevant to understanding the diversity of learners.
EDUC 532.66 (F) Curriculum Theory		In this course major curriculum theories and theorists in the field of literacy will be examined and implications of each position for program development for schooling will be explored.
*EDUC 536.66 (F) Program Development CRN 49585 M. Olson	Wednesdays, 4:00 pm –7:00 pm Xavier Hall 123 September 12, 19, 26 October 3, 10, 17, 24, 31 November 7, 14, 21, 28	Program development is investigated from the practitioner’s perspective using narrative inquiry to explore relationships among the four curriculum commonplaces of students, teacher, curriculum, and milieu.
EDUC 561.66 (F) Leadership and Administrative Theories CRN 49600 R. White	Thursdays, 7:00 pm -10:00 pm September 13, 20, 27 October 4, 11, 18, 25 November 1, 8, 15, 22, 29	This course is an introductory to theory, research, and practice in educational administration. Emphasis is placed on the evolutionary nature of administrative theory and its role in the operation of public education systems.
EDUC 567.66 (F) School Law CRN 49601 D. Young	Mondays, 7:00 pm -10:00 pm September 10, 17, 24 October 1, 15, 22, 29 November 5, 12, 19, 26 December 3	An examination of legal principles and procedures pertaining to school boards, administrators, and teachers; consideration will be given to legislation and court decisions relative to the organization, policy, and administration of school districts.
EDUC 569.66 (F) Selected Topics in Education: Assessment for Learning CRN 49602 B. MacIsaac	Tuesdays, 7:00 pm -10:00 pm September 11, 18, 25 October 2, 9, 16, 23, 30 November 6, 13, 20, 27	This course will examine assessment as an ongoing process and an integral part of teaching practice. Students will examine how to use assessment to inform instruction and, in so doing, increase student achievement. Various assessment strategies will be examined with a focus on creating portfolios for assessment purposes.
*EDUC 573.10 (F) Professional Development and Supervision CRN 49587 A. MacNeil-Wilson	Wednesdays 4:00 pm – 7:00 pm Xavier Hall 228A September 12, 19, 26 October 3, 10, 17, 24, 31 November 7, 14, 21, 28	This course addresses the role of supervision in an instructional program, focusing on human resources and the professional development process for instructional and support staff.

COURSE	DATES	DESCRIPTION
EDUC 581.66 (F) The Role of the Principal CRN 49603 J. Withrow	Thursdays, 7:00 pm -10:00 pm September 13, 20, 27 October 4, 11, 18, 25 November 1, 8, 15, 22, 29	An examination of perspectives on educational leadership, delegation of functionally categorized responsibilities, administration of instructional programs, effective enhancement of staff, and the development of productive and satisfying learning environments for students.
EDUC 501.66 (W) School Data Management CRN 49604 W. Kraglund-Gauthier	Thursdays, 7:00 pm -10:30 pm January 10, 17, 24, 31 February 7, 14, 21, 28 March 7, 21, 28 Plus 3 hours TBD	This course will explore how to gather, interpret, and translate classroom, school, and provincial student assessment data as part of evidence-based decision making.
*EDUC 507.20 (W) Qualitative Research Methods in Education CRN 49588 J. Mitton	Mondays, 4:00 pm – 7:00 pm January 7, 14, 21, 28 February 4, 11, 18, 25 March 4, 18, 25 Plus 3 hours TBD	This course explores current qualitative methodologies used in educational contexts. Students will explore the components of a research proposal and develop an understanding of methodologies such as phenomenology, ethnography, critical theory, narrative, phenomenology, ethnography, critical theory, narrative, and action research. Students will develop a qualitative research proposal. Normally EDUC 507 is for students pursuing a thesis or project. Prerequisite: EDUC 505.
EDUC 508.66 (W) Critical Research Literacy in Education CRN 49605 R. White	Wednesdays 7:00 pm-10:00 pm January 9, 16, 23, 30 February 6, 13, 20, 27 March 6, 20, 27 Plus 3 hours TBD	This course examines educational research issues and trends from the perspective of professional practice. Students will explore a variety of educational research publications in relation to their own educational context. Prerequisite: EDUC 505.
EDUC 521A.66 (W) Current Research in Instruction: English Language Arts CRN 49606 B. Maclsaac SRSB Diversity Cohort	Mondays, 6:00 pm -9:00 pm January 7, 14, 21, 28 February 4, 11, 18, 25 March 4, 18, 25 Plus 3 hours TBD	A critical exploration of recent theories and research related to current issues in instruction with a concentration in English Language Arts.
EDUC 529.67 (W) School Teaching and Effectiveness CRN 49607 B. Maclsaac	Tuesdays, 7:00 pm -10:00 pm January 8, 15, 22, 29 February 5, 12, 19, 26 March 5, 19, 26 Plus 3 hours TBD	This course explores the place of the principal as facilitator of key aspects of effective school programming such as assessment for learning the program planning process, and the enactment of the principles of learning.

COURSE	DATES	DESCRIPTION
*EDUC 532.20 (W) Curriculum Theory CRN 49589 L. Kearns	Wednesdays 4:00 pm – 7:00 pm January 9, 16, 23, 30 February 6, 13, 20, 27 March 6, 20, 27 Plus 3 hours TBD	In this course major curriculum theories and theorists in the field of literacy will be examined and implications of each position for program development for schooling will be explored.
EDUC 533.66 (W) Dynamics of Change CRN 49608 W. MacAskill	Wednesdays, 7:00 -10:00 pm January 9, 16, 23, 30 February 6, 13, 20, 27 March 6, 20, 27 Plus 3 hours TBD	This course examines major concepts in the successful implementation of change. Students will learn to recognize and understand the ways in which change can have an impact on education.
EDUC 536.67 (W) Program Development		Program development is investigated from the practitioner’s perspective using narrative inquiry to explore relationships among the four curriculum commonplaces of students, teacher, curriculum, and milieu.
*EDUC 561.20 (W) Leadership and Administrative Theories CRN 49590 J. Tompkins	Tuesday 4:00 pm – 7:00 pm January 8, 15, 22, 29 February 5, 12, 19, 26 March 5, 19, 26 3 Hours TBD	This course is an introductory to theory, research, and practice in educational administration. Emphasis is placed on the evolutionary nature of administrative theory and its role in the operation of public education systems.
EDUC 564.66 (W) Administration of Inclusive Schools CRN 49612 D. Young	Mondays, 6:00 pm -9:00 pm January 7, 14, 21, 28 February 4, 11, 18, 25 March 4, 18, 25 Plus 3 hours TBD	Many Canadian educational systems have inclusive schooling as a priority. This course will provide an overview of the movement towards inclusive schools and will explore proven practices in the administration of these schools.
EDUC 508.66 (S) Critical Research Literacy in Education CRN 14405 M. Olson	Mondays, 7:00 pm -10:00 pm April 1, 8, 15, 22, 29 May 6, 13, 20, 27 June 3 Plus 6 hours TBD	This course examines educational research issues and trends from the perspective of professional practice. Students will explore a variety of educational research publications in relation to their own educational context. Prerequisite: EDUC 505.
*EDUC 527.30 (S) Principles of Learning CRN 14401 C. Boulter	Monday 4:00 pm – 7:00 pm April 1, 8, 15, 22, 29 May 6, 13, 20, 27 June 3 6 hours TBD	This course examines theories of learning and development and their implications for instruction. In addition to the general cognitive and behaviourist theories, the course will focus on the aspects of cognitive learning that are relevant to understanding the diversity of learners.
*EDUC 533.30 (S)	Wednesdays	This course examines major concepts in the

COURSE	DATES	DESCRIPTION
Dynamics of Change CRN 14402 W. MacAskill	4:00 pm – 7:00 pm April 3, 10, 17, 24 May 1, 8, 15, 22, 29 June 5 6 Hours TBD	successful implementation of change. Students will learn to recognize and understand the ways in which change can have an impact on education.
EDUC 545.66 (S) English as a Second Language		The course will cover theoretical and methodological aspects of learning and teaching a second language, focusing on the learning and teaching of English. Students will become familiar with the relevant research and examine the prevalent theories in different ESL areas.
EDUC 564.66 (S) Administration of Inclusive Schools		Many Canadian educational systems have inclusive schooling as a priority. This course will provide an overview of the movement towards inclusive schools and will explore proven practices in the administration of these schools.
EDUC 569.66 (S) Selected Topics: Assistive Technology		This course will introduce course participants to assistive technology (AT) supporting learners with learning, physical, sensory (VI & HI) disabilities and Autism. This course will provide an introduction to the theory behind the successful identification, use, and application of AT in classroom settings to meeting PSP or IPP outcomes. We will discuss and apply the details of the reading and writing process, and also provide the opportunity to learn hands-on with a variety of remedial and compensatory AT software and strategies.
EDUC 569.67 (S) Selected Topics: Issues of Mental Health and Trauma in Schools CRN 14408 R. Ryan	Mondays, 6:00 pm – 9:00 pm April 1, 8, 15, 22, 29 May 6, 13, 20, 27 June 3 Plus 6 hours TBD	This course is designed to assist educators to understand issues around mental health including the concept of mental health literacy and the emotional impact of social stigma. The course explores various mental health challenges and disorders and obstacles students face. The course describes effective methods to assist teachers in responding to the emotional trauma of crisis events in school communities. The focus of this interactive course will be on what teachers can do and have done to assist students and parents in the area of mental health.
EDUC 569.68 (S) Selected Topics in Education: Leadership for Middle School CRN 14409 A. MacNeil-Wilson	Wednesdays 6:00 pm – 9:00 pm April 3, 10, 17, 24 May 1, 8, 15, 22, 29 June 5 Plus 6 hours TBD	This course will explore the current issues and challenges facing practicing and aspiring middle school administrators.
EDUC 573.66 (S) Professional Development and Supervision	Wednesdays 7:00 pm – 10:00 pm	This course addresses the role of supervision in an instructional program, focusing on human resources and the professional development process for

COURSE	DATES	DESCRIPTION
CRN 14410 B. Mwebi	April 3, 10, 17, 24 May 1, 8, 15, 22, 29 June 5 Plus 6 hours TBD	instructional and support staff.
EDUC 581.66 (S) The Role of the Principal CRN 14411 J. Withrow	Thursdays, 6:00 – 9:00 pm April 4, 11, 18, 25 May 2, 9, 16, 23, 30 June 6 Plus 6 hours TBD	An examination of perspectives on educational leadership, delegation of functionally categorized responsibilities, administration of instructional programs, effective enhancement of staff, and the development of productive and satisfying learning environments for students.

SYDNEY
Membertou School

COURSE	DATES	DESCRIPTION
EDUC 569.67 (F) Selected Topics in Education: Role of the Principal in Integrating Services		Administrators will learn the importance of fostering inter-agency/multi-dimensional intervention(s) for at-risk students. They will also gain awareness of the effect of mental health issues on students and learn skills to critically advocate for students with mental health issues.
EDUC 538.66 (S)		This course will examine models related to our understanding of the reading process and will explore the contributions of current literacy theories to the development of contemporary literacy theories and practices.

YARMOUTH
Location TBA

COURSE	DATES	DESCRIPTION
EDUC 508.67 (F) Critical Research Literacy in Education CRN 49617 A. Murray-Orr	Wednesday, 6:00 -9:00 pm (Online – Collaborate) September 12, 19, 26 October 3, 10, 17, 24, 31 November 7, 14, 21, 28	This course examines educational research issues and trends from the perspective of professional practice. Students will explore a variety of educational research publications in relation to their own educational context. Prerequisite: EDUC 505.

COURSE	DATES	DESCRIPTION
EDUC 521A.66 (W) Current research in Instruction: English Language Arts CRN 49619 K. Stockman	Fridays, 6:00 pm – 9:00 pm; Saturday, 9:00 am – 4:00 pm January 11/12 January 18/19 February 15/16 March 1/2	A critical exploration of recent theories and research related to current issues in instruction with a concentration in English Language Arts.
EDUC 536.66 (S) Program Development CRN 14413 D. Graham	Fridays, 6:00 pm – 9:00 pm; Saturdays, 9:00 am – 4:00 pm April 5/6 and May 24/25 Wednesdays, 6:00pm- 9:00pm (Online - Collaborate) April 17, 24 May 15, 22, 29 Plus 3 hours TBD	Program development is investigated from the practitioner’s perspective using narrative inquiry to explore relationships among the four curriculum commonplaces of students, teacher, curriculum, and milieu.

PHD IN EDUCATIONAL STUDIES

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

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

ADMISSION REQUIREMENTS

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

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

DIPLOMA & CERTIFICATE PROGRAMS

DIPLOMA IN INTELLECTUAL DISABILITY STUDIES (ONLINE)

The Diploma in Intellectual Disability Studies is a professional / personal development non-credit opportunity for individuals who have some training and / or experience working or living with people who have intellectual disabilities. This online program builds on the knowledge and skills participants already possess regarding community-building and human care. (Winner of the 2012 *Award of Excellence* from Canadian Association of University Continuing Education.)

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

COURSE	DATES	DESCRIPTION
INDS 110 Foundations of Disability and Caregiving A. Escrader	September 17 – December 7, 2012	This course provides a foundation in the history and evolution of the concept of disability in the West, from socio-cultural and medical perspectives. It also examines social, economic, and political policy approaches and how they have been used to care for, label, or control people with disabilities. The topics are explored through the lens of intellectual disability, but also have general relevance for all disabilities.
INDS 120 Relationships, Advocacy, and Vision A. Escrader	January 21 – April 12, 2013	This course focuses on enduring questions and contemporary issues related to building relationship and community together with people who have intellectual disabilities. This course takes the position that having a disability is not so much an individual problem or deficit as it is a socially- and culturally-mediated phenomenon.
INDS 130 Human Development S. Doyle	September 17 – December 7, 2012	The purpose of this course is to introduce students to the field of human development and to persons with intellectual disabilities. A critical examination of a number of issues related to development will shed light on current practices in human services. This course will focus on insights, challenges, and opportunities related to the cognitive/physical, social/emotional, and spiritual/moral aspects of development and persons with intellectual disabilities.
INDS 140 Building Community M. Hryniuk	January 21 – April 12, 2013	A spiritual approach is used to examine topics such as understanding self/understanding others, spirituality and relationships, and building inclusive communities.

COURSE	DATES	DESCRIPTION
INDS 150 Practicum D. Leuschner	Open Access	The intent of the practicum is to provide an opportunity for learners to apply to the work or home setting the strategies and theories learned in the first four courses. The specific focus of the practicum is to be determined in consultation with the practicum advisor.

Tuition: \$500 per course + texts

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

For further information contact:

Diploma in Intellectual Disability Studies

Continuing & Distance Education

St. Francis Xavier University

PO Box 5000, Antigonish, NS B2G 2W5

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

Email: inds@stfx.ca

Website: sites.stfx.ca/continuingeducation/INDS

DIPLOMA IN MINISTRY (PRINT-BASED)

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

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

COURSE	DATES	DESCRIPTION
MNST 110 Ministry in the Christian Community: Called to Service M. Boucher	September 10 – November 30, 2012	This course examines the evolution of various dimensions of ministry. It places particular emphasis on collaborative ministry and our call to service through baptism.
MNST 120 Adult Religious Education M. MacKinnon-Simms	January 7 – March 29, 2013	This course offers an overview of adult education theory as it applies to ministry. Effective strategies and techniques for adult religious education are included.
MNST 130 Biblical Foundations C. MacDonald	September 10 – November 30, 2012	This course examines the Old and New Testaments so that the learner will come to an appreciation of the historical, literary, and theological features of the Bible. The learner will acquire knowledge of biblical material as it relates to contemporary ministry.

COURSE	DATES	DESCRIPTION
MNST 140 Christian Sacraments TBA	January 7 – March 29, 2013	This course examines the sacraments in light of today's changing reality of Church.
MNST 160 Self Directed Study S. Eaton	Open Access	In consultation with the Program Office, the learner explores a topic from an area related to ministry and develops a study plan in consultation with an advisor. The topic may be an area that prepares the learner for the practicum requirement.
MNST 170 Practicum S. Eaton	Open Access	In collaboration with a diocese/parish and the Program Office, the learner designs and delivers a ministry project which integrates acquired knowledge and skills, which responds to the needs of the local church, and which addresses the interests of the learner.

Tuition: \$500 per course + texts

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

Information / Registration

Ministry Programs Office

Continuing & Distance Education

St. Francis Xavier University

PO Box 5000, Antigonish, NS B2G 2W5

Phone: (902) 867-3319 or toll free: 1-877-867-5562

Email: diplomainministry@stfx.ca

Website: sites.stfx.ca/continuingeducation/ministry/

CERTIFICATE IN SPIRITUALITY (ONLINE)

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

COURSE	DATES	DESCRIPTION
SPRT 110 On The Road to Emmaus: Spirituality in the Christian Tradition J. Goulet	September 24 – November 30, 2012	This course provides an overview of spirituality with a focus on the Christian tradition. The course reflects on the experience of the disciples on the road to Emmaus and how that experience of walking with Christ and breaking bread together is foundational for Christian spirituality and discipleship.
SPRT 120 An Interfaith Journey: Exploring Prayer and Spirituality S. Doyle	January 28 – April 5, 2013	This course is an interfaith exploration into spirituality with resources offered from various traditions. The goals are practical and existential: to gain insight and to experience an even deeper simplicity and relatedness with self, others, and God through prayer.

COURSE	DATES	DESCRIPTION
SPRT 130 A Theology of the Heart: The Life and Writings of Henri Nouwen S. Lazarus	April 22 – June 28, 2013	This is an intense, practical introduction to the rich legacy of Henri Nouwen’s life and writings. Through the course assignments, interactions, and responses, students are given an opportunity to interact intimately with the wide range of Henri’s literary output, to allow these important themes to intersect with their own life experience, and to develop a creative response to the material covered.
SPRT 140 Spirituality of Family and Relationships D. Kostyniuk	September 24 – November 30, 2012	In this course, participants will examine spirituality in all aspects of life by exploring the formation of their perception of the world, themselves, relationships, and life lived in their family of origin, and/or intentional families of choice. They will have the opportunity to integrate their finding and generate choices from a deeper consciousness of themselves, family, relationships, and spirituality.
SPRT 150 Spirituality and Healing: Nourishing the Soul of the Caregiver T. Maddix	January 28 – April 5, 2013	Caregivers, whether as a professional or through a daily occurrence at home, require the ability to know oneself, be open to others and diverse experiences, and have a willingness to say “no” when setting boundaries. We will explore how best to nourish one’s soul in the midst of daily living and caring, by exploring our motives, the various stages of spiritual/human development, burnout, and how to make good ethical decisions.

Tuition: \$500 per course + texts

Information / Registration

Ministry Programs Office
Continuing & Distance Education
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PO Box 5000, Antigonish, NS B2G 2W5
Phone: (902) 867-3319 or toll free: 1-877-867-5562
Email: spiritualitycertificate@stfx.ca
Website: sites.stfx.ca/continuingeducation/ministry/certificate

SPECIAL INTEREST COURSES

StFX Continuing & Distance Education offers a variety of non credit special interest courses. Professional development courses include Writing Essentials, University Math Preparation, Creating a Successful Online Business and Teaching English as a Second Language. Workshop topics vary through the term but include broad categories such as computer programs, art workshops and modern languages (e.g., French, German, and Spanish).

WRITING ESSENTIALS (Online)

COURSE	DATES	DESCRIPTION
Writing Essentials for Academic Purposes C. ten Brinke	September 25 – October 30, 2013 Tuition: \$132.25 includes HST) Registration deadline: September 21, 2013	Writing is necessary for all students in higher education. It is a process. This non-credit writing for Academic purposes course provides students with a framework and techniques for effective written communication. From understanding your task to the necessary research and reading to the planning and writing of the various drafts, participants will gain a better understanding of the writing process. Delivered through six online sessions using Collaborate™ (a microphone and speakers or headset is required - information for set up and all course materials will be provided)
Writing Essentials for Business Purposes C. ten Brinke	January 15 – February 19, 2013 Tuition: \$132.25 includes HST) Registration deadline: January 11, 2013	The purpose of business writing is to convey information to someone else or to request information from them. To effectively write for an office/business setting you must be complete, concise, and accurate. This non-credit writing for an office environment assists participants to develop effective written communication. Delivered through six online sessions using Collaborate™ (a microphone and speakers or headset is required - information for set up and all course materials will be provided)

UNIVERSITY MATH PREPARATION (Online)

COURSE	DATES	DESCRIPTION
University Math Preparation A. Grover	January 28 – March 17, 2013 Tuition: \$373.75 (includes HST) Registration deadline: January 25, 2013	This non-credit interactive course is intended to prepare students for university level math courses. Some of the main topics studied in this course are mathematical functions, trigonometry, and an introduction to limits. This online course uses Moodle and Collaborate™ (a microphone and speakers or headset is required) and features 12 lessons, video lectures, supplementary materials as well as guidance and feedback from the instructor. This is a great opportunity to prepare for successful participation in university math courses, from the convenience of your home, and with flexibility for your schedule.

CREATING A SUCCESSFUL ONLINE BUSINESS (Online)

COURSE	DATES	DESCRIPTION
Creating a Successful Online Business G. Trites	January 14 – April 5, 2013 Tuition: \$575 (includes HST) Registration deadline: January 7, 2013	It is very difficult to have a successful business today without a strong online presence. This course is designed to help people who wish to start or develop their own online business, or take an existing business online. Participants will work through the various steps required to start and establish a business online. A major objective of the course is that participants will end the course with their own online business, together with some ideas about continuing to develop it. This online course uses Moodle and Collaborate™ (a microphone and speakers or headset is required) and features 12 lessons, video lectures, supplementary materials as well as guidance and feedback from the instructor.

Information / Registration:

Continuing & Distance Education
 St. Francis Xavier University
 2175 Varsity Drive, MacDonald Hall
 PO Box 5000, Antigonish, Nova Scotia B2G 2W5
 Phone: (902) 867-3319 or toll free (877) 867-5562
 Fax: (902) 867-5154 or email: cmaceach@stfx.ca

LITURGICAL FOUNDATIONS (Online)

COURSE	DATES	DESCRIPTION
Come Let Us Worship: A Course in Liturgical Foundations B. Gasslein	October 1 – November 30, 2012 plus January 14 – February 22, 2013 Tuition: \$500 + texts	This course in the basics of liturgy introduces the learner to the principles and practices of Christian worship within the Roman Catholic tradition. Through the lens of the weekly Sunday Eucharist, the course explores such topics as the paschal mystery, the assembly, prayer, ritual, music, ministry, liturgical seasons, word, and sacrament. Learning activities include opportunities for guided observation and practical experience in parish context.

Information / Registration

Ministry Programs Office
 Continuing & Distance Education
 St. Francis Xavier University
 PO Box 5000, Antigonish, NS B2G 2W5
 Phone: (902) 867-3319 or toll free: 1-877-867-5562
 Email: diplomainministry@stfx.ca
 Website: sites.stfx.ca/continuingeducation/ministry/liturgy

TEACHING ENGLISH AS A SECOND LANGUAGE (Antigonish)

COURSE	DATES	DESCRIPTION
Teaching English as a Second Language S. Neville-MacLean	March 5 - March 26, 2013 Tuesdays, 6:00 – 8:00 pm Registration Deadline: March 1, 2013 Tuition: \$92 (includes HST)	Considering going abroad to teach English? Interested in tutoring a non-English speaker in your hometown? Why not add to your skill set (and resume) in a relaxed atmosphere? Join us for an informal class about Teaching English as a Second Language (TESL)/Teaching English as a Foreign Language (TEFL)/Teaching English to Speakers of Other Languages (TESOL). During group discussions, topics to be addressed will include how to teach reading, writing, speaking, and listening; considering student motives for learning English; addressing grammar issues; and finding resources.

LEARNING LUNCHES (Antigonish)

StFX Continuing & Distance Education is offering a series of Learning Lunches in partnership with People's Place Library, Antigonish. Talks will be presented once a month, September to May in People's Place Library or other locations in Antigonish. Content is geared toward adults 55+ but talks are open to the general public and are free of charge. Bring your lunch and enjoy an hour of interesting and informative discussion.

Presentation Dates: September 19, October 17, November 21, December 12, January 16, February 20, March 20, April 17 and May 15 (presenters and topics TBA).

For additional information call (902) 867-5561 or email: mlmacinn@stfx.ca

UNIVERSITY SERVICES / INFORMATION

■ CAMPUS STORE (StFX Bookstore)

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

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

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

library.stfx.ca/help/distance_education.php

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

Where do I begin?

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

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

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

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

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

What support is offered?

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

Remote Access to the Library's Electronic Resources

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

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

ProQuest Research Library

A good general starting place

ABI Inform (ProQuest)

International business and management journals

ERIC Online

Education and related fields

CBCA

Canadian daily news sources and major Canadian publications

To access these and other databases:

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

Finding journal titles:

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

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

Contact Extended Library Services:

Pam MacLean

St. Francis Xavier University

PO Box 5000, Antigonish, NS B2G 2W5

(902) 867-3890

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

pmaclean@stfx.ca

■ TRAMBLE ROOMS – CENTRE FOR ACCESSIBLE LEARNING

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

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

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

■ THE WRITING CENTRE

<http://www.sites.stfx.ca/writingcentre/>

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

The Writing Centre can help students

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

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

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

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

UNIVERSITY DIRECTORY

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

Office	Numbers	Email
Continuing & Distance Education (Program Office)	(877) 867-3906	continuinged@stfx.ca
Undergraduate	(902) 867-2372	
Master of Education	(877) 867-3906 (902) 867-3906	med@stfx.ca
Distance Nursing (Post RN) Programs	(800) 588-2246 (902) 867-3906	Distance.nursing@stfx.ca
Ministry Program	(877) 867-5562 (902) 867-3319	diplomainministry@stfx.ca
Moodle Support for Online courses	(902) 867-3971 (877) 867-3971	cdesupport@stfx.ca
Collaborate Teaching & Learning Support (Farnoush Zadeh)	(902) 867-5728	fzedah@stfx.ca
Collaborate Technical Support (24/7)	(877) 382-2293	http://www.blackboard.com/Platforms/Collaborate/Support/Support-for-Blackboard-Collaborate.aspx
Academic Offices / Departments		
Academic Advising	(902) 867-3636 (902) 867-3754	advising@stfx.ca
Admissions Office	(902) 867-2219	admit@stfx.ca
Dean of Arts	(902) 867-2165	jaker@stfx.ca
Dean of Business	(902) 867-4979	adurant@stfx.ca
Dean of Education	(902) 867-2247	education@stfx.ca
Dean of Science	(902) 867-3903	kmason@stfx.ca
Office of the Registrar	(902) 867-2160	registr@stfx.ca
Other Offices		
Business Office (account inquiries / receipts)	(902) 867-2123 (902) 867-3738	dnemeth@stfx.ca slmacdon@stfx.ca
Campus Store (Bookstore)	(902) 867-2450	campusstore@stfx.ca
Conference Services (Residence Office)	(902) 867-2855	stay@stfx.ca
Extended Library Services	(902) 867-3890	pmaclean@stfx.ca
Recreation (Keating Millennium Centre)	(902) 867-2181	
Writing Centre	(902) 867-5221	writingc@stfx.ca
Technology Support Group (TSG) (Networks, phone, email, system passwords)	(888) 860-2356 (902) 867-2356	tsg@stfx.ca
Tramble Rooms – Centre for Accessible Learning	(902) 867-5349	tramble@stfx.ca
University Switchboard	(902) 863-3300 (877) 867-7839	

CAMPUS MAP

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

www.stfx.ca/sites/default/files/pages/StFX_Print_Map.pdf