



School of Sports Administration

Student Handbook

September 2010



Table of Contents

<i>Section 100 – The School of Sports Administration</i>	3
101. The Sports Administration Program	4
102. The History of the Sports Administration Program	4
103. Faculty Members	4
<i>Section 200 – Admissions</i>	6
201. Secondary School Graduates	7
202. Ontario College Graduates	7
203. From Another Program at Laurentian University	7
204. From Other Universities, Provinces or Countries	7
<i>Section 300 – The Program</i>	8
301. The Program Objective	9
302. Prospective Career Fields	9
303. The Program Description	10
304. Regulations in Regard to Admission for Second Year	17
305. Progression in the Program Following Second Year	17
306. Internship / Directed Study Requirements	18
307. Graduation Requirements	18
308. Graduation with Distinction Requirements	18
<i>Section 400 – The School Year</i>	19
401. Important Dates	20
402. Policy Statement on Academic Dishonesty	23
403. Absenteeism	24
404. Designated PHED Courses for SPAD Students	25
405. Fees and Tuition	25
406. Scholarships and Bursaries	29
407. Online Course Selection	31
<i>Section 500 – Student Life</i>	33
501. The Student Center	34
502. SPAD Council	34
503. Student Associations	34
504. Media	35
<i>Section 600 – Useful Information and FAQ's</i>	36
601. What To Do in Case of a Failed Course?	37
602. How to Write an Email	37
603. If First Year Students Are Unable to Proceed	40
604. If You Have Not Taken Accounting in Secondary School	41
605. What To Do If a Professor...	42
606. How To Do a Course Change (Add/Drop a Course)	44
607. How to Register for an Athabasca Course	44

608. Reasons and Procedures for an Appeal	45
609. Procedures to Apply for an Internship	45
610. Is SPAD Offered in French?	46
611. Missed Examination	46
612. Second Degree Program	46

APPENDICES

Personal Information and Photo Form	47
Consent for Use and Disclosure of Personal Information Video/Photo/ Authorization and Release	48
Appendix B – From Computer Services Help Desk	49



**Section 100 –
The School of Sports Administration
(SPAD)**

101. The Sports Administration Program

The Honours Bachelor of Commerce (in Sports Administration) is a limited enrolment, four-year, interdisciplinary professional degree that combines an extensive exposure to the functional areas of business management with a practical and theoretical exposure to the world of sport and physical education.

The program will prepare individuals for positions of responsibility in a variety of sports industry organizations such as professional sports, national and provincial sport organizations, sport governments, for-profit and non-profit sport organization, sport equipment manufacturing, or athletic and recreation school departments. The opportunities are endless.

102. History of the Sports Administration Program

The School of Sports Administration (SPAD) was founded in 1972, when it became apparent that sport industry organizations and businesses required specially-educated personnel. Laurentian University faculty members from the School of Commerce and Administration and the School of Physical and Health Education (Human Kinetics) developed a unique partnership that has yet to be duplicated. Working with key Canadian sport leaders, faculty members from the two founding Schools designed a program with brand equity that is second to none. Laurentian University's Honours Bachelor of Commerce (in Sports Administration) graduates are unique, as they are the proud possessors of the world's only prestige degree in the Sports Management field.

In September of 2007, SPAD celebrated its 35th anniversary in Toronto at the Hockey Hall of Fame at the largest alumni event in Laurentian University's history. It was an event to remember, and a wonderful evening with over 300 attendees, \$60,000 raised for student bursaries, Dick Pound as keynote speaker, and high profile sponsors (RBC, Frito-Lay, Great West Life, Toronto Blue Jays, and others).

103. Faculty Members

The list below shows the names of all faculty members in the School. The Sports Administration Office is located on the third floor of the Fraser Building, and the Commerce Department and its associated professors are located on the fourth floor of the Fraser Building.

Director

Pegoraro, Ann, B.A., Grad Diploma, MBA (Laurentian), PhD (Nebraska)

Administrative Secretary

Levac, Lynn

Full-Time Faculty

Church, Anthony, B.A. (York), M.A. (Western), PhD (Western)

Aird, Tyler B.Comm (SPAD), MBA(SPAD) (Laurentian)

On Leave

Xing, Xiaoyan, B.A., M.A., PhD (UT, Austin)

O'Reilly, Norm, Honours B.Sc. Kinesiology (Waterloo), M.A. (Ottawa), MBA (Ottawa), PhD (Management) (Carleton)

Full-Time Cross-Appointed Faculty

Zinger, Terence, B.A. Mathematics (Windsor), MBA (Western), CMA (Ontario)

Part-time Faculty

Bedford, David, B.Comm. (Concordia), B.Comm. (SPAD) (Laurentian)

Blake, Tom B.Comm (SPAD)(Laurentian)

Dale, Andrew, B.A., MBA (Laurentian)

Professor Emeriti:

Wanzel, Robert S., B.P.E., M.A., (P.E.), Ph.D. (Alberta)

Adjunct Professors

Kaplan, Alan, PhD, Finance (York), MBA Finance (York), LLB (Osgoode Hall Law School), HBA Business (Western)

Séguin, Benoît, B.A. Physical Education (Florida), M.Sc. Physical Education in Sport Management (West Virginia), PhD Sciences et techniques des activités physiques et sportives (MarcBlock, Strasbourg)

Nadeau, John, MCInst.M, B.Com., M.M.S., Ph.D (Carleton)

Institute for Sport Marketing (ISM)

Director

Pegoraro, Ann, B.A. (Laurentian), M.B.A. (Laurentian), PhD. (Nebraska)

Associate Director

O'Reilly, Norm, Honors B. Sc. Kinesiology (Waterloo), M.A. (Ottawa), MBA (Ottawa), PhD (Management) (Carleton)



Section 200 – Admissions

201. Secondary School Graduates

In order to attain entry into SPAD you will need:

- 4U English
- two 4U Maths
- three other 4U/4M courses
- highly recommended that one of the 4U courses be Accounting

Applicants who have completed only one grade 12 4U mathematics and have a high school leaving average of 75% or better may be admitted on the condition that a replacement math course at the university is completed the summer before or during the first semester. It is also possible to complete the high school math credit during the summer by contacting the Independent Learning Centre www.ILC.org.

Entry cut-off for 2010-2011 entry class was 76%. For students with more than six (6) 4U level courses, only the top six (6) highest marks will be considered for admission.

Students who do not meet language or mathematics requirements may be admitted on probation on an individual basis; these requirements must, in these cases, be fulfilled in the first year of study.

Accounting courses are an important part of the Sports Administration program. SPAD students take six (6) accounting credits in first year and six (6) in second year. Applicants who have not taken any accounting are advised to do some self-study in order to become familiar with the basic concepts of accounting.

202. Ontario College Graduates

Applicants who have achieved a cumulative G.P.A. of 3.2 or higher in a three year program in Business Management studies will be considered for admission to Laurentian and will be required to complete a minimum of 60 credits towards the Honours Bachelor of Commerce degree.

Candidates with a lower G.P.A. or with another college diploma should consult the Admissions department for evaluation of their advanced standing status.

203. From Another Program at Laurentian University

Please see Laurentian's online Academic Calendar.

http://laurentian.ca/Laurentian/Home/Academic+Calendar/Academic+Calendar+Home.htm?Laurentian_Lang=en-CA

204. From other Universities, Provinces or Countries

Please see Laurentian's online Academic

Calendar. http://laurentian.ca/Laurentian/Home/Academic+Calendar/Academic+Calendar+Home.htm?Laurentian_Lang=en-CA



Section 300 – The Program

301. The Program Objective

The objective of the program is to provide students with a general management education in relation to the sports industry, encompassing theoretical and practical aspects of management, in order to prepare them for a career in various related fields.

302. Prospective Career Fields

There are many opportunities and positions available to our graduates. Listed below are some potential field areas:

a. Accounting

Within accounting itself there are three different professional designations: Chartered Accountant (CA); Certified Management Accountant (CMA); and Certified General Accountant (CGA). You can ask your accounting professors about what distinguishes the three professional bodies.

b. Finance

In terms of hiring, financial services is currently one of the predominant areas. Finance skills are in demand not only within the financial services sector, but also in small- and medium-sized companies, government departments, and in the treasury or comptroller departments of larger corporations.

c. Human Resource Management

If you enjoy working with people, another professional designation is the Certified Human Resource Professional (CHRP). This too is a growing segment of the hiring market.

d. Marketing

Marketing has traditionally been a strong area for job opportunities. Graduates normally begin as a sales representative and work their way into sales, and then marketing management.

e. Small Business

Many students are creating their own opportunities on graduation by starting their own businesses. The School offers a number of courses specific to this area. A general management background is especially important for these entrepreneurs.

f. Event Management

This area of business provides students with opportunities to develop, create, and manage events and festivals. Examples of work include identifying the target audience, devising the event concept, planning the logistics and coordinating the technical aspects before actually executing the actual event.

g. Commercial Law

Students have the possibility to enter into the practice of regulating rules and procedures in relation to business.

303. The Program Description

SPAD FIRST YEAR: 30 credits

Required First Year Courses:

These mandatory courses introduce students to accounting, financial information, business statistics, management science, economics, and sports administration. There are no elective courses in first year.

COMM 1006: Foundations of the Management of Organizations - Part I

A survey of management concepts is introduced. Topics include the role of service and product-producing organizations in free market economies, the kinds of organizations (including for-profit and not-for-profit organizations from small to large organizations serving local markets to global markets) and the functions and roles of the organization's various stakeholders. This course also examines the processes of management including those of environmental analysis, managing by objectives, planning, decision making, implementation and performance measurement. A number of current issues in and performance measurement (e.g. social and environmental responsibility) are also covered. Content is delivered by way of experiential exercises, guest lecturers, panel discussion and class discussions of actual situations confronting managers. (1ec 3) cr 3.

COMM 1007: Foundations of the Management of Organizations - Part II

A survey of management concepts is introduced. Topics include the role of service and product-producing organizations in free market economies, the kinds of organizations (including for-profit and not-for-profit organizations from small to large organizations serving local markets to global markets) and the functions and roles of the organization's various stakeholders. This course also examines the processes of management including those of environmental analysis, managing by objectives, planning, decision making, implementation and performance measurement. A number of current issues in and performance measurement (e.g. social and environmental responsibility) are also covered. Content is delivered by way of experiential exercises, guest lecturers, panel discussion and class discussions of actual situations confronting managers. (1ec 3) cr 3.

COMM 1057: Introduction to Management Science

This course includes basic quantitative techniques supporting decision-making for management. Decisions under uncertainty, linear optimization, Queuing theory, computer simulation, project scheduling (PERT and CPM) and forecasting are the general topics covered. The linear optimization section introduces linear programming, sensitivity analysis and an overview of its extensions. *Prerequisite: COMM 1056.* (1ec 3) cr 3.

COMM 1106: Understanding & Using Financial Information

The main objective of this course is to provide students with an understanding of "the big picture" of the role of financial information in society and in their own lives. Another objective is to increase student's awareness of ethical and public policy issues. The course begins with an overview of the uses of financial information in decision-making from the perspectives of managers, owners and creditors, the government's and other users and then

proceeds to examine in more detail issues involving income, cash flows and economic resources from either management or owners and creditors point of view. The focus of this course is "learning to learn" based on an interactive teaching/learning environment with group/team effort as well as individual effort. Topics are covered in "real world" contexts with examples from a wide variety of organizations including government, international, non-profit, manufacturing and service organizations. In this course students will have ample opportunities to develop their analytical and problem-solving skills as well as their communication skills. (lec 3) cr 3.

COMM 1107: Introductory Accounting II

A continuation of COMM 1106. Specific topics include accounting for corporate bonds, marketable securities, and preparing a statement of changes in financial position. This course also covers an introduction to financial analysis, cost-volume-profit analysis, segment performance, budgeting and cash flow analysis. *Prerequisite: COMM 1106 with a minimum of 60%.* (lec 3) cr 3.

ECON 1006: Introduction to Microeconomics

An introduction to the functions of individual decision-makers, both consumers and producers, within the larger economic system. The primary emphasis is on the nature and functions of product markets, the theory of the firm under varying conditions of competition and monopoly, and the role of government in promoting efficiency in the economy. *Students may not retain credit for both ECON 1006, 1005 & 4000.* (lec 3) cr 3.

ECON 1007: Introduction to Macroeconomics

An introduction to the theory of the determination of total or aggregate income, employment, output, price levels, and the role of money in the economy. The primary emphasis is on monetary and fiscal policy, inflation, unemployment, economic growth, and international economics. *Students may not retain credit for both ECON 1007, 1005 & 4000.* (lec 3) cr 3.

SPAD 0100: Colloquia (non-credit course)

SPAD 1016: Introduction to Sports Administration I

Federal and provincial government involvement in the sport industry are analyzed. Students examine the political, social and economic issues involved in topics such as: NSO, PSO and government governance structures, relationships between professional workers and volunteers, and the impact of mass media including the internet. Other topics include: domestic multi-sport organizations, and the relationships between private corporations and amateur sport. Considerable emphasis is placed on developing basic research skills, and on oral and written presentation skills, including the use of electronic media. *Restricted to students in the SPAD program.* (lec 3) cr 3.

SPAD 1017: Introduction to Sports Administration II

Builds upon the knowledge, concepts and skills learned in SPAD 1016. The focus shifts to the private for-profit sector and the globalization of sport. Topics include: professional sport leagues, corporate partnerships with professional sport, sport service providers, international sport organizations (single sport and multi-sport), professional sport industry

workers, sport tourism, and sport as entertainment. Attention is given to the social and economic impacts of the sport industry on society as a whole, on women and minority groups. *PREREQ: SPAD 1016. Restricted to students in the SPAD program.* (lec 3) cr 3.

STAT 1056: Business Statistics

This course includes topics in descriptive and inferential statistics as well as introductory probability concepts. Specifically, the subjects of sampling, point and interval estimates, tests of hypothesis with regard to proportions, means and variances of one or two populations, analysis of variance and regression will be included. (lec 3) cr 3.

Entry to 2nd Year: Attain an overall average of 70% on the above 30 credits with no failures (i.e. no classes below 60%).

SPAD SECOND YEAR: 30 credits

This year concentrates on the knowledge and the skills required for basic management of organizations. It focuses on the five “core” commerce subjects, and includes Management Accounting, Financial Management, Marketing Management (in relation to sports), Organizational Behaviour, and Operational Management. Extensive use of the case study method is a central feature of this year. There are no elective courses in second year.

COMM 2016: Management Accounting I

This course is an introduction to management accounting and provides an overview of relevant information for decision making on such matters as short run decision making and long run decision making. The course covers such topics as Cost and Revenue Behaviour; Alternative Choice Decisions under Uncertainty; CVP analysis; Differential cash flows; Operating Budget and Capital Budget Decisions. *Pre-requisites: COMM 1007 and COMM 1106.* (lec 3) cr3.

COMM 2017: Management Accounting II

This course builds on the relevant information for decision making introduced in COMM 2016 with an emphasis on the use of information in the administration of organizations. It deals mainly with the organization's information system, the purpose of which is to facilitate decision-making and motivation of management. To this end, the course is concerned with Cost Accounting Systems; Decision Support Systems; Financial/Cost Policy Design and Management Control Systems Design. *Pre-requisite: COMM 2016.* (lec 3) cr3.

COMM 2026: Financial Management I

This course sets up a basic framework (concepts, principles, tools and techniques) for making decisions affecting a firm's present and future cash flow. The focus is on financial statement analysis and the principle of time value of money. Students are provided with opportunities to apply these analytical tools and skills in making decisions with regard to financial planning and control, working capital management and capital budgeting. The risk factor in financial decision making is also introduced. *Pre-requisites: COMM 1106, STAT 1056, ECON 1007.* (lec 3) cr3.

COMM 2027: Financial Management II

This course provides students with an opportunity to further develop their problem-solving and decision-making skills. Students are exposed to real business world situations and required to make decisions with regard to a firm's cost of capital, capital structure, long-term financing, dividend policy, growth policy and risk management. *Pre-requisite: COMM 2026.* (lec 3) cr3.

COMM2036: Marketing Management I

This course introduces students to the elements of the business environment associated with markets, marketing strategies and marketing mix variables that can be used in Marketing. More specifically, it examines the marketing environment, competition and consumer behavior in order to formulate strategies and appropriate marketing methods. Main areas of study: concept of marketing, role of marketing, markets, forecasting demand, market segmentation, marketing research and consumer behavior. Aspects of global marketing are also introduced. The concepts governing the management of marketing strategy will be applied to business issues and consumer practices through case studies. *Pre-requisites: COMM 1106, COMM 1007, STAT 1056, ECON 1007.* (lec 3) cr3.

SPAD 2XXX: Sport Marketing

This course will build on skills, theories, and concepts developed in COMM 2036 Marketing Management. The focus will be on applying those skills, theories and concepts to real-life situations in sport and developing marketing strategies. *PREREQ: COMM 2036 or instructor's permission.* (lec 3) cr 3

COMM 2046: Organizational Behavior Theory

This course provides a basic introduction to concepts and theories explaining individual behaviour, group behaviour and organizational behaviour in organizations. It is designed to develop the students' appreciation, awareness and knowledge of the human factors in administration. Theory is communicated by means of lectures, seminars, special projects and assigned readings. Topics covered include personality, perceptions, motivation, communication, emotional labour, stress, power, conflict, leadership, team dynamics, team development, organizational culture, organizational structure and organizational change management. *Pre-requisites: COMM 1007.* (lec 3) cr3.

COMM 2047: Organizational Behavior Application

This course builds on the OB concepts covered in COMM 2046. Individual behaviour, group behaviour and organizational behaviour are studied with a view to developing, within the student, the skills for effectively understanding and managing the human factors in administration. Opportunities to apply theory are provided in a number of ways including individual projects, case analysis, group case presentations, and reports. These assignments develop the students' analytical problem solving and decision making skills by applying the OB theories and concepts learned. Emphasis is placed on critically analyzing organizational problems from an OB perspective, generating realistic alternatives and recommending an action plan to resolve them effectively. This is an approved course for the Certified Human Resources Professional (CHRP) designation. *Pre-requisite: COMM 2046.* (lec 3) cr3.

COMM 2056: Operational Management I

This course provides an overview of operations management concepts and techniques for manufacturing and service sectors. The course emphasis is on planning, managing and controlling operations. Main topics include: introduction to operations management and to process management, forecasting, aggregate planning, material requirement planning, capacity requirement planning, inventory management and control, introduction to enterprise requirement planning, just-in-time systems, and quality management and control. A variety of quantitative techniques are also used for valuable insights in analysis and in decision-making. *Pre-requisite: COMM 1057.* (lec 3) cr3.

COMM 2057: Operational Management II

This course provides an in depth analysis of operations management concepts and techniques for manufacturing and service sectors and completes the first operations management course (COMM 2056) which is a prerequisite for this course. The course emphasis is on design aspects of the operations function found in every organization. Main topics include: scheduling and control of service operations, scheduling and control of manufacturing operations, project management, capacity and work measurement, location and layout, supply chain management, managing technology, and computer integrated manufacturing. A variety of quantitative techniques are also used for valuable insights in analysis and in decision-making. *Pre-requisite: COMM 2056.* (lec 3) cr3.

Note that for COMM 2016, 2017, 2026, 2027, 2036, 2046, 2047, 2056 and 2057, SPAD students are integrated with commerce students in the classes.

SPAD THIRD YEAR: 33 credits

The third year is designed to allow students to start exploring an area of interest. Many areas of the sport industry are introduced during this year.

SPAD 0300: Pre-Internship Colloquia**SPAD 3016: Sport and the Law**

Focuses on some of the major issues in the world of professional sport in Canada and the United States. Topics to be discussed include: anti-trust and the various methods of restraining trade in professional sport; the draft, team operations; league operations, including the role of league commissioner/president; collective bargaining and the development of player associations; torts; and taxation. *PREREQ: SPAD 1016 & 1017.* (lec 3) cr 3.

SPAD 3026: Independent Projects

Provides practical experience through an in-depth relationship with a variety of community and university sports associations. *Restricted to students in the SPAD program.* (lec 1, exp 2) cr 3.

SPAD 3XXX: Sport, Media and Communications

This course will focus on the application of communication theories to the sport industry. Various media will be explored in detail with a focus on message development, image building and crisis management for sports through these media. Restricted to students in the SPAD program PREREQ: *SPAD 2XXX Sport Marketing, or instructor's permission (lec 3) cr 3*

SPAD 3036: Sport Finance

Professional management practice has become essential to all segments of the sports industry: professional leagues, private clubs, sport governing bodies, recreation enterprises and amateur sport organizations. In general terms, this course provides an opportunity to explore the financial dimension of sport management. At the same time, to meet the demands of this increasingly complex sport and recreation sector, sport finance affords the student an opportunity to hone her/his decision-making skills through the analysis of a variety of case studies. The basic objective is the development of a working knowledge of financial management tools as they apply to sport organizations. Through the study of such topics as economic impact, resource acquisition strategies, public-private partnerships, forms of ownership, event management, athlete representation and remuneration, and sport broadcasting, the student will acquire a deeper appreciation of the dynamics of the sport industry and the concomitant fiscal challenges. Limited enrolment. *PREREQ: successful completion of second year or SPAD 3256: Event Management, instructor's permission. cr 3.*

SPAD 3256: Event Management

The best practices in the sporting event industry will be presented to students. This course is designed to develop the skills of the future manager of sport. Specific attention will be directed to (but not restricted to) event planning, operational logistics, legal aspects, risk management, media marketing, sponsorship and merchandising. A comprehensive approach to better prepare the student for entry into this very popular and demanding profession will be undertaken. Limited enrolment. *PREREQ: successful completion of second year or instructor's permission. cr 3.*

PHED Electives (9 credits)

Open Elective (9 credits)

Electives

It is mandatory for students to take 9 PHED credits. Not all PHED courses are optional or available to SPAD students, therefore these courses must be chosen from a list provided year to year. It is also mandatory to take another 9 credits of any subject. It is important to note the prerequisites for your elective choices.

SPAD FOURTH YEAR: 27 credits

Required Courses for Fourth Year

The fourth year provides students with the opportunity of an internship. The internship is a full time, supervised employment practicum in which the student is working with a sport organization. The students are also introduced to more Sports Administration areas and topics, and have the privilege of a field trip that produces greater experience and knowledge in the sporting industry

SPAD 4005 Internship OR SPAD 4027 Directed Study + COMM 4000 Elective

SPAD 4005: Internship

An educational, sport related, supervised employment practicum for senior students in the School of Sports Administration. cr 6.

For more information about internship contact:

Anthony Church
Assistant Professor
Internship Coordinator
School of Sports Administration
Email: achurch@laurentian.ca

SPAD 4016: Special Topics

This course is an in-depth examination of current issues in all sectors of the sport industry. Extensive use will be made of guest lecturers. Students will be expected to do an in-depth investigation of a sport policy issue, submit a written report, and present the results publicly. *Restricted to 4th year SPAD students in good standing.* (lec 3) cr 3.

SPAD 4027: Directed Study

This course provides an opportunity for the student to do an in-depth independent study on a special interest sport management topic. The student may elect to: (a) conduct a supervised study in an approved community setting; or (b) undertake an applied research project. Students are required to submit a major paper. Directed studies are normally done by students who do not select or are not permitted to do an internship. Directed studies must be approved by the director of the School of Sports Administration. *Restricted to SPAD students. PREREQ: completion of the first 3 years of the SPAD program.* (exp) cr 6.

SPAD 4036: Special Topics in Sport

Provides students with an insight into a variety of areas through the professor's knowledge and background and the utilization of guest lecturers. *Restricted to students in the SPAD program.* (lec 3) cr 3. *In 2011 (Winter), it is offered as International Sport Management.*

SPAD 4046: Field Trip

This course requires the student to participate in a field research project for a sports industry organization. The student will work in a group to develop a consultant/client relationship with that organization. This involves selecting and delimiting a topic of investigation, doing a secondary analysis of existing data or studies, doing the appropriate primary research, and presenting the results to the client in writing and orally. Generally, the research topic will focus on some aspect of sport marketing. *Restricted to 4th year SPAD students in good standing.* (tut 3) cr 3.

SPAD 4256: Facility Management

This course is designed to expose the student to necessary and critical issues in the areas of facility management. Specifically, this course was designed to provide the future sport manager with the necessary skills to run a high profile facility and/or sport-related facility. Topical areas such as sport-specific planning, organizing, controlling and evaluation (managerial) functions will be presented. A current review of the best practices in the sporting industry will be applied to enhance the already quality curriculum in place. The centerpiece of the course will lie in the application of this knowledge to a facility operation. *Limited enrolment. PREREQ: successful completion of second year or instructor's permission.* cr 3.

COMM 4000 level Electives (6 credits)

Open Electives (6 credits) OR Open Elective (3 credits) + SPAD 4036 (3 credits)

Electives

To complete and receive your degree, six (6) credits of 4000 series of COMM courses must be taken as well as six (6) credits of open electives or one open elective and SPAD 4036.

304. Regulations Regarding Admission to Second Year

- Must receive a 60% in all non-elective courses.
- Must attain a 70% average in all courses; only grades for courses from Laurentian University will be included.
- Must have passed 30 credits successfully

305. Progression in the Program Following Second Year

- Must receive a 60% to pass all required courses (SPAD, COMM, ECON and PHED).
- A student with at least a 60% average, but failed one or two courses must re-take the failed courses and can proceed with courses at the upper level, providing that the appropriate prerequisites are met.
- A student who receives an average of 60% through all five courses, but has failed three or more courses must re-do second year.
- A student who does not meet any of the above criteria must withdraw from the program.

306. Internship / Directed Study Requirements

- Students have the option to either take an internship, or complete a Directed Study Course + 3 credits in a COMM course.
- Must have successfully completed Second Year to qualify for either option.

307. Graduation Requirements

During the final year of study, all students who wish to graduate must present an application for graduation. Forms are obtained from the Registrar's Office and must be returned before the end of August (for the Fall Convocation) or before the end of January (for the Spring Convocation). Applications received after the deadlines are held for the following graduation ceremony.

308. Graduation with Distinction

Students graduating with an overall average of 80% or more on all courses taken at Laurentian University and required for the degree will receive their degree with *Cum Laude* Honours. The overall average must be calculated on a minimum of 60 credits completed at Laurentian University and presented for the degree.



Section 400 – The School Year

401. Important Dates

WINTER SESSION 2010-2011

FALL TERM

2010

to September 7	Advance registration.
September 6, Monday	Labour Day.
September 8, Wednesday	Winter Session classes begin.
September 8 to 17	Late registration and course change period. (Late registration fee applies).
September 10, Friday	Prospective graduands for the Fall Convocation must have all course and thesis requirements completed and approved by Department or School prior to this date.
September 17, Friday	No Winter Session registrations or course changes for first-term courses or full-year courses permitted after this date.
September 21, Tuesday	Senate meeting.
September 22, Wednesday	The method of determining final grades for first-term courses and full-year courses must be submitted to, and approved by the Department Chairs/School Directors and the Dean prior to this date.
October 4, Monday	Special meeting of Senate Committee on Academic Regulations and Awards to consider Fall graduands.
October 8, Friday	Revisions to the method of determining final grades for first-term courses must be submitted to, and approved by Department Chairs/School Directors and the Dean prior to this date.
October 11, Monday	Thanksgiving Day.
October 19, Tuesday	Senate meeting.

October 25 to 29	Fall Study Week.
October 30, Saturday	Fall Convocation.
November 8, Monday	Students withdrawing from Winter Session first-term courses after this date will receive an "F" on their academic record.
November 16, Tuesday	Senate meeting.
November 26, Friday	Examination questionnaires for Winter Session first-term courses must be submitted by the academic unites to the Office of the Registrar prior to this date. Questionnaires for Winter Session mid-term tests scheduled by the Office of the Registrar must be submitted by the Academic Units to the Office of the Registrar prior to this date.
December 8, Wednesday	Last day of first-term Winter Session classes. Revisions to the method of determining grades for full-year courses to be submitted to, and approved by Department Chairs/School Directors and the Dean prior to this date.
December 9 to 22	Examination period for Winter Session first-term courses and mid-term tests in full-year courses.
December 14, Tuesday	Senate meeting.
December 22 to January 5	Submission of final grades for Winter Session first-term January 5 courses.

WINTER TERM

2011

January 5, Wednesday	Winter Session second-term classes begin.
January 18, Tuesday	No registration or course changes for second-term courses will be permitted after this date. Last date for payment of second-term tuition fees. The method of determining final grades in second-term courses must be submitted to, and approved by the Department Chairs/School Directors and the Dean prior to this date.

Revised grades or approved extension dates for students assessed an Incomplete ("I") in Winter Session first-term courses must be submitted by Department Chairs/School Directors to the Office of the Registrar prior to this date.

If revised grades or approved extension dates have not been submitted prior to this date, an automatic "F" will be recorded on the student's academic record.

Revisions to the method of determining final grades for second-term courses must be submitted to, and approved by Department Chairs/School Directors and the Dean prior to this date.

January 18, Tuesday	Senate meeting
January 28, Friday	Applications for graduation at the Spring Convocation must be submitted prior to this date. Students withdrawing from Winter Session full-year courses after this date will receive an "F" on their academic record.
February 8, Tuesday	Senate meeting.
February 21, Monday	Founders' Day.
February 21 to 25	Study Week.
March 1, Tuesday	Students withdrawing from Winter Session second-term courses after this date will receive an "F" on their academic record.
March 15, Tuesday	Senate meeting.
March 21 to April 1	Pre-registration counselling.
March 25, Friday	Examination questionnaires for Winter Session courses must be submitted by the academic units to the Office of the Registrar prior to this date.
April 5, Tuesday	Last day of Winter Session classes.
April 8 to 30	Examination period for Winter Session.
April 19, Tuesday	Senate meeting.
April 19 to May 14	Submission of final grades for Winter Session courses. April 22,

Friday April 22	Good Friday
April 25, Monday	Easter Monday
May 4, Wednesday	Prospective graduands for the Spring Convocation must have all course and thesis requirements completed and approved by Department or School prior to this date. All Final Grades for Prospective graduands must be submitted by the Department Chairs/School Directors to the Office of the Registrar prior to this date.
May 11, Wednesday	Special meeting of Senate Committee on Academic Regulations and Awards to consider Spring graduands.
May 17, Tuesday	Senate meeting.
May 23, Monday	Victoria Day.
May 27, Friday	Revised grades or approved extension dates for students assessed an incomplete ("I") in Winter Session courses must be submitted by Department Chairs/School Directors to the Office of the Registrar prior to this date.
June 2 to 7	Spring Convocation. (Sudbury campus)

402. Policy Statement on Academic Dishonesty

The text below is only a summary. To get the full text, please read the University's policy on Academic Dishonesty.

a. Plagiarism

Essentially, plagiarism involves submitting or presenting work in a course as if it were the student's own work, done expressly for that particular course, when, in fact, it is not. The most common forms of plagiarism are when: a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work, b) parts of the work (e.g. phrases, ideas through paraphrase or sentences) are taken from another source without reference to the original author, c) the whole work (e.g. an essay) is copied from another source, and/or d) a student submits or presents a work in one course that has also been submitted or presented in another course (although it may be the completely original work of that student) without the knowledge or prior agreement of the instructor(s) involved.

b. Cheating

Cheating at tests or examinations includes, but is not limited to, dishonest or attempted dishonest conduct such as speaking to other candidates or communicating with them under any circumstances whatsoever; bringing into the examination room any textbook, notebook, or memoranda not authorized by the examiner; or leaving answer papers exposed to view of other candidates.

c. Penalties

A student guilty of academic dishonesty may be subject to the imposition of one or more penalties, of which those listed below shall be exemplary:

- a. Assignment of a grade of zero in the assignment, test or exam.
- b. Assignment of a grade of zero in the course in which the offence is committed.
- c. Suspension from attendance in all courses in which the student is registered at the time the offence was committed, and loss of credit for any course or courses which have not been completed or in which no grade or final evaluation has been registered at the time the offence was committed.
- d. Suspension from the Faculty.
- e. Expulsion from the Faculty.
- f. Suspension from the University.
- g. Expulsion from the University.

Withdrawal from a course will not preclude proceedings in respect to academic offences committed in the course, and the right to withdraw may be refused where an academic offence is alleged.

d. Instructor's Actions

The initial responsibility for punitive action lies with the Instructor. The Instructor may assign a zero for that particular assignment, test or exam, or may assign a zero in the course.

The Instructor will advise the student, the Department Chair/School Director, the Dean of the student's faculty, the Registrar, and, in the case of part-time students, the Director of the Centre for Continuing Education and Part-time Studies of the action taken.

e. Suspension or Expulsion by Dean

The Dean of the Faculty is granted the authority to suspend or expel the student from the Faculty. The suspension or expulsion will be confirmed in writing to the student by registered mail and the Vice-President (Academic), the Department Chairman/School Director and the Registrar will be notified.

f. Suspension or Expulsion by Vice-President (Academic)

If, in addition to expelling a student from a Faculty, the Dean concludes that the severe sanction of suspension or expulsion *from the University* is warranted, such a recommendation will be made to the Vice-President (Academic), who may act to expel or suspend the student from the University.

403. Absenteeism

A word of caution regarding attendance at classes:

Faculty has become very concerned with the growing problem of absenteeism in course classes. Absence from classes will certainly affect your chances of successfully completing a course. This, in turn, can affect your successful completion of the program.

Punctual and regular attendance at all academic exercises is expected from all students. After a lecture has begun, students may not be admitted to a classroom without the instructor’s permission. The instructor must be notified of all extenuating circumstances that result in a student’s absence. Absences in the excess of 20% of course time may jeopardize receipt of credit for the course.

404. Designated PHED Electives for SPAD Students

Each SPAD student must complete 9 credits (or 3 single semester courses) of PHED in order to complete his or her degree. The courses available are communicated from the SPAD office on a regular basis. On occasion SPAD professors teach PHED electives. For example, in 2007-2008, Anthony Church taught a PHED course.

405. Fees and Tuition (as per September 2010)

SPAD Program 3 credits— half course in class
 Incoming Students \$528.60

6 credits— full course in class
 \$1,057.20

30 credits— 5 full courses

Fees for 30 credits \$5,286.00

\$5286.00 + \$615.46 (**SGA incidentals fees**) =
 \$5,901.46 (total academic fees)*

\$5286.00 + \$551.15 (**AEF incidentals fees**) =
 \$5,837.15 (total academic fees)*

2009-2010 Compulsory Incidental Fees:

COMMERCE, COMPUTER SCIENCES AND SPAD				
Registration for	<u>Compulsory</u>	Tuition	<u>Compulsory</u>	Tuition

30 credits	<u>Incidentals</u> <u>SGA</u>	and SGA	<u>Incidentals</u> <u>AEF</u>	and AEF
First year				
5,286.00	615.46	5,901.46	551.15	5,837.15
Subsequent years				
5,090.00	615.46	5,705.46	551.15	5,641.15

2010-2011 UNDERGRADUATE FULL-TIME INCIDENTALS FEES SGA (Student's General Association)			
Compulsory Incidentals	Graduation Fee & Student ID Card	13.00	
	Athletics	85.95	
	Health Services	20.00	
	Life Insurance	4.00	
	College or Professional Schools	10.00	
	Off-Campus Housing	5.00	
	Students Recreation Center Levy	75.00	
	Student Centre Fee	5.00	
Total incidentals			217.95
Approved by SGA Association	Student Newspaper	10.00	
	CKLU Radio Station	10.00	
	CFS (Canadian Federation of Students)	14.70	
	Student Government	62.00	
	Health Plan*	65.00	
	Dental Plan*	69.31	
	Women's Centre	1.00	
	World University Service of Canada (WUSC)	2.00	
	Walkhome Clinic	1.00	
	Voyageur Clinic	5.00	
	UPASS Administration Fee	3.50	
	UPASS (city transit pass)	154.00	
Total SGA Fees			397.51
Total Incidentals and SGA Fees			615.46

* The **Student Health Plan and Dental Plan (if applicable)** for the academic year is optional. However, students wishing to opt out must still pay the fee to the University and then request a reimbursement from their association within the first 3 weeks of class in September.

**An additional cost of \$50.00 (material fee) applies for each correspondence course.

2010-2011 UNDERGRADUATE FULL-TIME INCIDENTALS FEES AEF (Association des étudiantes et étudiants francophones)			
Compulsory Incidentals	Graduation Fee & Student ID Card	13.00	
	Athletics	85.95	
	Health Services	20.00	
	Life Insurance	4.00	
	College or Professional Schools	10.00	
	Off-Campus Housing	5.00	
	Students Recreation Center Levy	75.00	
	Student Centre Fee	5.00	
Total incidentals			217.95
Approved by AEF Association	Student Newspaper	10.00	
	CFS (Canadian Federation of Students)	14.70	
	Student Government	67.00	
	Health Plan*	75.00	
	Women's Centre	1.00	
	World University Service of Canada (WUSC)	2.00	
	Walkhome Clinic	1.00	
	Voyageur Clinic	5.00	
	UPASS Administration Fee	3.50	
	UPASS (city transit pass)	154.00	
Total AEF Fees			333.20
Total Incidentals and AEF Fees			551.15

* The **Student Health Plan** for the academic year is optional. However, students wishing to opt out must still pay the fee to the University and then request a reimbursement from their association within the first 3 weeks of class in September.

**An additional cost of \$50.00 (material fee) applies for each correspondence course.

Other Fees

2010-2011 OTHERS FEES

Application fee (none OUAC) Full-time or Part-time	40.00
Readmission	10.00
Admission deferral fee – International students	65.00
Graduate application fee	55.00
Late registration (part time)	30.00
Late registration (full time)	60.00
Instalment fee	40.00
Late service fee	50.00
Returned cheque	40.00
Material fee (per each Envision course)	50.00
1 st year undergraduate registration deposit for limited enrolment programs (non refundable)	200.00
1 st year undergraduate registration deposit for all other programs (non refundable)	250.00
Withdrawal fee	150.00
Auditing fee (6 credits)	140.00
Duplicate T2202A	10.00*
Transcript	7.00*
Letter of permission	25.00*
Replacement of diploma	30.00*
Supplemental examinations (non-refundable)	40.00*
Locker rental	20.00*
Parking: Security and Parking	variable

* **HST eligible**

PARKING

The parking year is from September 1st to August 31 every year. Municipal parking tickets are issued for parking infractions. Please contact the department of [Security and Parking](#). Maintenance Building for parking arrangements at (705) 675-1151, ext. 656

The following additional fees apply to SPAD students only:

SPAD Internship Fee (3 rd Year)	\$ 200.00
SPAD Activity Fee	\$ 95.00

For international students fees information, visit

http://www.laurentian.ca/Laurentian/Home/Departments/Student+Fees/FEES/INTERNATIONAL++STUDENTS/International+Undergraduate/INT+U+fees+P.htm?Laurentian_Lang=en-CA .

406. Scholarships and Bursaries

Student Awards Office:

Responsible for various types of financial assistance, the Student Awards Office administers federal/provincial student financial assistance programs, the largest of which is OSAP (Ontario Student Assistance Program). OSAP is funded by the provincial government (Ontario Student Loans, Ontario Student Opportunity Grants, Aiming for the Top Scholarship) and/or the federal government (Canada Student Loans, Canada Study Grant for Students with Dependents, Canada Millennium Scholarships). Ontario Special Bursaries, Disabled Student Bursaries and Work-Study Programs are also available. The Office administers undergraduate scholarships and bursaries as well.

ENTRANCE

1. National Deans' Entrance Scholarships for Excellence

Five scholarships valued at \$22,000 each (\$5,500 renewable for four years) are awarded annually, each including a mentorship with the dean of the faculty or a distinguished faculty member, a guaranteed single room in the residence and a study carrel in the J.N. Desmarais Library. One scholarship is awarded in each of the five areas (Humanities, Social Sciences, Sciences and Engineering, Professional Schools and Management) to a student who achieves a minimum of 90% on her/his six best U/M courses. These students have demonstrated leadership qualities and made significant contributions to their secondary school and community. The application deadline for the National Deans' Entrance Scholarships for Excellence is May 1. To maintain this scholarship in subsequent years of the undergraduate program, the awardees will be required to maintain an 80% average or better. For additional information, contact (705) 673-6578.

2. Leadership Awards

The Leadership Awards, valued at \$1000 each, are intended to reward students who have demonstrated leadership within their school, been involved in student government, and contributed positively to their schools and communities. Candidates must meet the admission criteria and be nominated by their secondary school principal or head of guidance. Each Ontario secondary school is entitled to one nomination per year.

3. Scholarships – Automatically Awarded

*based on six best level U/M courses

<u>Average</u>	<u>Award</u>
80-84.9%	\$4,500 (\$1,500 year 1, \$1,000 years 2,3,4)
85-89.9%	\$8,000 (\$2,000 x 4 years)
90-94.9%	\$10,000 (2,500 x 4 years)
95%+	14,000 (\$3,500 x 4 years)

To continue to receive your scholarship at the same value, your average in subsequent years must remain within the same range as your admission average.

More information on additional entrance scholarships can be found online on the Financial Aid webpage

http://www.laurentian.ca/Laurentian/Home/Departments/Student+Awards/entrance/Entrance++open+to+any+program.htm?Laurentian_Lang=en-CA.

4. Bourse Franco

The Bourse Franco, valued at \$1,000, has been created to encourage students to register in courses offered in French residing in the City of Greater Sudbury and the census district of Sudbury to register in a program offered in French. Students must register in 24 credits (i.e. 80% of a full course load) in French in their first year of studies.

5. Laurentian University Entrance Bursary

Bursaries are non-repayable awards offered to students who demonstrate financial need. These awards are valued from \$600 to \$1,000. Laurentian University Entrance Bursary Application required.

IN-COURSE SCHOLARSHIPS

1. LU In-Course Scholarships – Automatically Awarded

*Students must have achieved standing on the Dean's Honour List

<u>Average</u>	<u>Award</u>
80 – 84.9%	\$1,000
85 – 89.9%	\$2,000
90 – 94.9%	\$2,500
95 – 100%	\$3,500

2. Bursaries:

Laurentian has a generous bursary program allowing for more than \$2.5 million annually in bursary funds. Students may apply after the start of classes. Information and application forms are posted on the Student Awards website. **CHECK www.spad.ca for specific SPAD bursaries (there are many).**

3. Notification:

First year students coming directly from secondary school are advised of scholarship and bursary awards in mid-May. Returning students are advised of scholarship eligibility by the end of July.

4. Other Opportunities:

Laurentian's three federated universities also offer both scholarships and bursaries. Contact the administrative offices of each institution for details and applications.

407. Online Course Selection

During this course selection period, you must select your courses for the Fall, Winter, and Fall/Winter using WebAdvisor.

Step One – In order to access WebAdvisor, you will need to access your GroupWise email account. You should have been sent an e-mail message from Computer Services informing you of your Login name and password for WebAdvisor. If you have already activated your GroupWise account, and are able to retrieve your email messages, proceed to **Step Three**.

Step Two – Since you are a student at Laurentian University, you automatically have access to a student computer account that also includes your own email account through GroupWise. If you have never activated your GroupWise account, contact the Help Desk at 705-675-1151 ext. 2200 or at helpdesk@laurentian.ca or visit them on the first floor in the library. They will help you activate your account. It is strongly recommended that you check your GroupWise email account several times each day for important messages such as class changes, class cancellation, etc., even when you are away on your internship. You must now access your email messages since you will have a message from 'Datatel Master' informing you of your Login name and Password for WebAdvisor.

Step Three – Using your timetable, choose your course selections, including labs, prior to using WebAdvisor. Ensure that you do not have any time conflicts. Note the term (F = fall, W = winter or FW = fall/winter) and the SYN (first column) for each course. If you select a course section with multiple lab sections, please select one lab section only.

Step Four – You now know your Login name and Password for WebAdvisor. Proceed to webadvisor.laurentian.ca

- Select **WebAdvisor for Students**
- Select **Register for Classes**
- Read the note on payments then select **Continue Registering**
- Select **Express Registration**
- Enter your Login name and Password
- Enter the Synonym and Term for each course you are registering for and **Submit**
- A resolution screen will appear with the choices you have made, confirm your choices, then verify the status of your courses (e.g. Registered or Failed)

Step Five – to confirm the registration:

- Return to the Main Menu
- Select **My Class Schedule**
- Choose the 200XAW term (this includes all F, W and FW terms)
- Print your schedule that is now your confirmation of registration.



Section 500 – Student Life

501. The Student Centre

The Student Centre is located on the second floor of the Great Hall Building. It provides a relaxing atmosphere for students to study either alone or in groups, and recreation facilities such as ping-pong. Tim Horton's is also located in this area for all your coffee needs. Many other services are offered here such as Off-Campus Housing Information, T.V. Lounge, Women's Centre, etc.

The Students General Association (SGA), l'Association des étudiants et étudiantes francophones (AEF), and the Graduate Students' Association (GSA) offices are also located in the Student Centre.

502. SPAD Council 2010-2011 (all emails addresses are in the GroupWise system)

President	Chris Ackroyd
Vice President	Cole Julien
Treasurer	Reuben Greenspoon
Secretary	Nicole Fraser
Social Convenor 1	Lukas Hayes
Social Convenor 2	Brent Hurley
First Year Rep 1	TBC
First Year Rep 2	TBC
Second Year Rep	Mike Fleetham
SGA Rep	Nick Arruda

SPAD students elect a council every year to represent their interests within the school.

503. Student Associations

a. SGA

The Students General Association represents full time students on campus. Its members sit on the Board of Governors, the Senate and many committees, and thus participate in setting policies for the University. The office is located in the Student Centre, Room SCE-212

b. AEF

L'Association des étudiantes et étudiants francophones represents Francophone students on campus. Its members sit on the Board of Governors, the Senate and other committees and, thus participate in setting policies for the University. Their office is located in the Student Centre, Room SCE-202.

Other associations to which students have the opportunity of belonging are the Graduate Students Association (GSA), Laurentian Off-Campus Students' Society (LOCS), or Association for Laurentian Part-time Students (ALPS).

All students are required to belong to one association of their choice.

504. Media

a. L'Original déchaîné

This is a newspaper written for the Francophone community of Laurentian.

b. Lambda

This bilingual newspaper is published by the SGA.

c. CKLU

This student community radio station is relayed in both French and English.

All Students have the opportunity to get involved in these services. They provide an excellent experience and teach valuable skills.



Section 600 – Useful Information and FAQ's

601. What to do in case of a failed course

First – contact the professor to find out what grade you received on each of your tests, assignments, participation, etc. You have the right to this information. Make sure you know how the marks were allocated to each assignment. That should be in your course outline. This may resolve the situation.

Second – you may ask your professor to have your final exam checked, first, for clerical errors and second, for a re-assessment of the test.

If steps one and two do not resolve the problem to your satisfaction, you can appeal your grade. Appeals form can be obtained from the Department Secretary or the Registrar's Office. Once completed, it must be submitted to the Director or Academic Advisor for signature. An appeal will be granted if there are substantive grounds for an appeal. Disagreeing with the final grade is not considered reasonable grounds.

Formal appeals can be a complicated and lengthy process. You can find more information on the appeal process from the Laurentian University website.

Ensure that the director of the program is aware of your steps of action throughout the whole process. Keep copies of all correspondence and documents.

The final outcome may result in the student having to repeat the course or take an equivalent through distance education.

602. How to write an email

a. Useful Subject Lines

A subject line that pertains clearly to the email body will help people mentally shift to the proper context before they read your message. The subject line should be brief (as many mailers will truncate long subject lines), does not need to be a complete sentence, and should give a clue to the content of the message.

If your message is in response to another piece of email, your email software will probably preface the subject line with Re: or `RE:`. If your email composition software doesn't do this, it would be polite to put in `RE: by hand`.

For time-critical messages, starting with `URGENT:` is a good idea (especially if you know the person gets a lot of emails). For requests, starting with `REQ:` can signal that action is needed. If you are offering non-urgent information that requires no response from the other person, prefacing the subject line with `FYI:` (For Your Information) is not a bad idea.

Note: Try to avoid using “information” as a subject line. This gives very little clue to what the email is about and many people may be using the same subject line.

b. Quoting Documents:

If you are referring to a previous email, you should explicitly quote that document to provide context. Refrain from replying to an email with a single, or few words (ie. Just replying as “yes”).

The greater-than sign (>) is the most conventional way to quote someone else's email words, but your email software may use a different convention. Even if there are a fair number of words in your response, you still might need to quote the previous message. Sometimes people have a hard time remembering Monday morning an email they sent on Friday.

c. Format of the Document

The underlying rules governing email transmission are highly standardized, but there are a large number of different software programs that can be used to read emails. It's quite possible that the message you send won't look at all the same when displayed on your correspondent's screen. You therefore have to be careful about how you present your text. Web documents are particularly difficult to read with older email programs. You may have a choice of sending the web page as text or as HTML; keep your correspondent's capabilities in mind when you make that choice.

d. Layout of the Document

It is important when writing emails to keep them short and to the point. If the receiver needs more information afterwards, they can easily ask for it. However, if you are sending a report to many people, you may need to put more content in the email to avoid many questions from all the recipients. Keep the lines short, keep the paragraphs short, and keep the message short.

e. Status:

The biggest status cue is your competence with the language. If you have a lot of misspellings, if your subjects do not agree with your verbs, or you use the wrong word, people may assume that you are uneducated. From that, they may infer that you are not very clever. It doesn't matter that the correlation between language ability and intelligence is weak (especially among non-native speakers); many people will make that inference anyway.

Furthermore, some people are literally insulted by getting email with errors, especially typographical errors. They feel that it is disrespectful to send email with blatant errors. Spending more time crafting prose can improve the quality of the writing, but it is not possible to spend an hour on each email message if you need to send ten of them per day. Fortunately, grammar- and spell-checkers can help enormously. If high status is important to your message, you should definitely use such aids. However, there are certain classes of errors that grammar- and spell-checkers will not find. If you really want to boost your language-related status, you may have to commit yourself to some significant studying.

Your correspondents will extract status cues from your domain. Any stereotype that is held about the organization that gives you your email connection will rub off on you. For example, if your email comes from:

- *ibm.com*, people may presume that you are adult, computer literate, and somewhat stuffy.
- *aol.com*, some people will presume that you are connecting from home and that your email is not work-related.
- *washington.k12.ia.us*, people may think that you are under 18.
- *webtv.net*, people will probably assume that you are not terribly computer literate.

People will also look at your log-in-ID, which will give them an overall impression of who you are. Example: jx_smith@laurentian.ca is more appropriate than sexybabe@hotmail.com.

f. Greetings and Signatures:

Salutations can be difficult, especially if you are crossing cultures. If you are crossing cultures, it is important to find out what ordinary practices are.

It is important to find out who you are sending the message to. You do not want to write a letter to a female and start off with “Mr.” Some names (ie. Chris) can be deceiving. As well, if you are writing to a female, it is safer to address her as “Ms.” as opposed to “Miss” or “Mrs.” Address people on a last name basis unless you are friends with them; then it is acceptable to make the email less formal. If you are addressing a group of people you can begin the email with “Dear” and a unifying attribute. Addressing your emails with “Hey”, to anyone other than close friends, implies disrespect and should be avoided.

Using “Good day” or “Good evening” does not make much sense in an email, and you should refrain from doing so.

When you send an email, particularly to someone who doesn't know you, it would be good if you would immediately answer these questions:

- How did you learn of your correspondent?
- What do you want from your correspondent?
- Who are you?
- Why should your correspondent pay attention to you? (If you can't answer this question, you should wonder if you should even send the email.)

Many email programs allow you to set up a default signature to be included at the end of every message. Many people use these signatures as an easy way to give their name and alternate ways of reaching them. In a default signature you can include your name, your position within an organization, an address, a telephone number, and/or a fax number. This is a personal preference and is not necessary for all emails.

603. Criteria for Entry to Second Year Courses

Scenario 1:

- 1.1 Average – 70% average attempted
Failure(s) – no more than two permitted
 - 1.1.1.1 COMM 1106 Accounting
 - 1.2.1.1 COMM 1107 Introductory Accounting II
 - 1.1.1.2 COMM 1057 Introduction to Management Science
 - 1.1.1.3 STAT 1056 Business Statistics

- 1.2 Outcome – may not proceed in the program until all deficiencies are rectified.

- 1.3 Solution – make up the deficiency or deficiencies before the beginning of the Fall term. This generally means taking one or more equivalent courses, on campus or with Letter of Permission, during the Spring or the Summer session after consultation with the Director (Approval of the Dean is required).

- 1.4 These courses cannot be taken until you complete a Letter of Permission (LOP) if course is taken at another university – see instructions below:
 - You can either pick up a LOP form from the Office of the Registrar or email (registrar@laurentian.ca) or fax (705-675-4891) your request for a Letter of Permission (LOP) to Registrar. You must indicate your student number (SID), name, address, city, province, postal code and telephone number; the name of the University where you will be taking the course(s); that university's course code(s), course title(s) and credit(s) you will be taking; and your VISA/MC card number and expiry date. It will cost you \$26.75 (tax included) per course.
 - In the meantime, you MUST apply for admission to the other university and register for your course, informing them that you are taking the course(s) on a LOP (if they are not informed of this then you will not receive the required credits). You will be required to pay for your admission and registration directly to the other university.
 - The LU Registrar's Office will then prepare the LOP and send to the department (SPAD) for course equivalency(ies) and approvals (Director and Dean). The form will then be returned to Registrar, who will forward it to the other university.
 - Once you have completed the course, you MUST contact the other university and request that a transcript of your final grade be sent to the Registrar's Office. If this is not done, your grade may not be received and you will not be credited for the course.

1.5 If you fail this course, it will count as a fail on your record.

Scenario 2:

All required courses passed (60% minimum), but the overall average is below the required 70%.

- 2.1 Outcome – may not proceed in the program (this may not mean you have to leave SPAD)
- 2.2 Solution 1 – Raise your average to a 70% by repeating a course or enough courses to raise your overall average. Complete a Laurentian University Continuing Education Course (or courses) and earn a grade(s) that will raise your average. This must be done before the beginning of the 2nd year of study; otherwise, you may not proceed in SPAD.
- 2.3 Solution 2 – Remain in the program, but repeat enough courses to raise your average in your second year at Laurentian University. You MAY NOT take any SECOND YEAR COMM courses during this year. However, you may enroll in third and fourth year electives ONLY.

Scenario 3:

Low average and failed courses. Depending upon the number of failures, you may receive one of the following on your grade report:

- a) MAY NOT PROCEED IN PROGRAM (Note: this does not mean you have to leave SPAD.) For a solution, see scenario 2.
- b) MUST WITHDRAW FROM THE PROGRAM (Note: this does not mean you have to leave the university)
- c) MUST WITHDRAW FROM THE UNIVERSITY – you have to sit out for a year.

604. If you have not taken accounting in secondary school

Applicants without high school accounting who have been offered admission to SPAD are advised to study a basic accounting book, preferably one with exercises.

The following books have been recommended as good introductions to accounting. They may be purchased at, or ordered from most bookstores. The prices listed below are from Chapters/Indigo's current list of available titles. Successful applicants are encouraged to do their own investigation before deciding which book to use should they decide to do some advance preparation.

- Lim, P and Seth, G. If You're Clueless about Accounting & Finance & Want to Know More. 1988 ISBN # 0793128811
Cost: \$22.95

- Eisen, P.J. Accounting the Easy Way. 1995, Barron's Educational; Series.
Cost: \$17.95
- Shim, J. K. & Siegel, J. G. Schaum's Outline of Financial Accounting. 1998 McGraw-Hill
Cost: \$25.95
- Simini, J. P. Accounting Made Simple. 1988. Doubleday. ISBN # 0385232802
Cost: \$19.95

605. What to do if ...

- a) You have been discriminated against because of your race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation or disability?
- b) An advisor does not take your career and educational goals seriously because the advisor appears to believe them inappropriate for your sex, age, race, or because of a physical, mental or emotional disability?
- c) A professor or staff person is pressuring you to participate in social and/or sexual activities?

Students often feel powerless in situations like the ones stated above, but there are people at the University who are willing to talk with you and help you through these situations. Discrimination is not condoned by the University or by the teaching profession. In some instances, it may occur out of ignorance or misunderstanding and need only to be brought to the attention of the person involved. In other instances, it may be considered unethical and subject to professional reprimand.

Actions you can take:

- 1. Tell someone** - The most important thing is not to keep your concerns to yourself. Tell a friend, a family member, a professor, an advisor, or a counsellor. Discuss your concerns. Also, jot down the date the incident occurred and a brief description of what happened. This information will be very important if you decide to take any other steps.
- 2. Talk to the person** - Carefully explain why you view the particular comment, joke, action, or behaviour as offensive. Regard the meeting as a consciousness-raising session where you help the individual to understand how you feel.

Sometimes people aren't aware of how their remarks or actions affect someone else. Communicating your feelings to someone else might be helpful in avoiding such actions in the future. Be sure to prepare for the meeting ahead of time with documentation (e.g., class notes, tapes, specific comments on behaviour) and a logical presentation. Present your objection objectively and rationally.

To get support for yourself, consider going to see the person with several other people. Discussing the issues with others present may help raise awareness. Talking to someone

before going to a professor or staff member may help you to prepare your presentation more objectively and rationally.

- 3. Write a letter** - Write a letter to the person documenting the incidents and explaining why they are offensive to you. If appropriate, state that you have not obtained results from previous discussion(s) and note the date(s) of the discussion(s). You may also wish to send a copy to the head of the person's department. Keep a copy of all correspondence, date of discussion(s) with summary of discussion(s), etc. Documentation is very important.

If you fail to receive a satisfactory answer from the staff member and/or department head, request a meeting with the two of them and take along an objective third party.

- 4. Don't enroll in classes that are discriminatory** - If you are aware that a professor discriminates on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation or disability, do not enroll in the class and make the professor and department aware of why you are choosing not to enroll.
- 5. It may be necessary to file a complaint** – This is a very serious step and this action needs to be dealt with by someone with experience through the University to undergo the correct procedures.

Resources Available at Laurentian:

The Counselling and Resource Centre (CRC) is staffed by professionally trained counsellors. CRC services are available to all students currently enrolled at Laurentian University. There is no charge for individual sessions with counselors. They provide personal, academic and career counselling and are committed to confidentiality.

The Women's Centre is only available to females, and provides support groups, counseling services, referrals or anything else needed to help solve a particular problem. This service is provided by women to help women for times of crisis or when someone just needs to have some space.

Spiritual Life Services provides students with a safe place to talk and to help in any problems or crises. This service is provided for all religions and acts as a compassionate and humanizing presence on campus.

Pride at LU represents the gay, lesbian, bisexual, trans-identified and gay positive members at Laurentian University. They provide a safe and positive centre to help people with personal struggles or other issues.

Other offices that are available on campus are the Community Rights Office, First Year Experience Advisor's Office, Health Services, Placement Centre, Special Needs Office and the Office of Student Affairs.

606. How to do a Course Change (Add/Drop a Course)

1. Go to **WebAdvisor** through the Laurentian University Website.
2. Click on **Manage or Drop Courses**.
3. Enter your User ID and Password.
4. Select from the Drop Bar whether you want to register for a course or remove a course.
5. Click on the course you are interested in Managing or Dropping and click **Submit**.

607. How to register for a course at Athabasca University

1. Secure a letter of permission (LOP) from the Registrar's Office by:
 - o Emailing Maureen Simpson at msimpson@laurentian.ca or Faxing your request to her attention at 705-675-4891.
 - o Request an LOP and pay for each course you plan to take. Our Registrar's Office accepts VISA and MasterCard. Include your name, address, city, province, postal code, telephone number, credit card number and expiry date. Currently, the cost is \$26.50 per course .
 - o You must also provide the following information for the LOP form:
 - Your student number (SID)
 - The Athabasca course number, course title and course credits for each course taken
 - The Laurentian equivalent (course number, course title and course credit)
 - o Make sure you indicate you want the LOP to be sent to the School of Sports Administration Office
 - o Once the SPAD office receives the form, the information will be verified to ensure that the information is correct and for approval by the Director and the Dean. It will then be returned to the Registrar's Office, who will forward it to Athabasca University.
2. Apply for admission to Athabasca University
3. Register for your course informing them that you are taking the course(s) on the LOP (if they are not informed of this, you will not receive the required credits). You will be required to pay for your admission and registration at Athabasca University. Make sure your choices correspond to what has been written on your LOP.
4. Finish the course on-line. As soon as you receive your final grade, ask Athabasca University to send a transcript to Laurentian's Registrar Office. Athabasca's request form is on-line. If a transcript is not requested from Athabasca, you may not received

credit for the course at Laurentian.

Finally, if you have any questions or problems, please get in touch with the Director or the Secretary as soon as possible.

Note - if you apply for admission at Athabasca University before the 9th of the month, you can start your course immediately. However, if you apply after that date, then you must wait until the next month to begin your choice.

- Athabasca University information
- Address: 1 University Drive, Athabasca AB T9S 3A3
- Athabasca Registrar's fax: 780-675-6174

608. Reasons and Procedures for an Appeal

For a student who is dissatisfied with a grade or decision of a course instructor or the manner in which the course is managed, the issue should be discussed with the instructor and/or department chair or school director as soon as possible.

If the student is not satisfied with this discussion, the student may submit a formal appeal to the appropriate department or school, or to the Faculty Appeals Committee. Such appeals must be submitted within 30 days of the grade publication.

The Senate Committee of Student Appeals will hear the appeal and make a decision with input from the faculty of the School and the Faculty Appeals Committee.

609. Procedures to Apply for Internships

In your third year of the Sports Administration Program, you are expected to apply to internship positions for the following year, and participate in various pre-placement workshops relating to internship-relevant topics. You must be eligible to apply for your internship.

Throughout the year, the internship instructor, Professor Anthony Church, will post internships of many different positions within many different sport organizations. It is the student's responsibility to read these postings and apply for the positions in which they are interested.

Resumes and cover letters must be prepared and distributed to the organizations for which you are interested in working.

When you have an interview or have accepted a position, it is important to email Professor Church regarding your current situation.

It is also possible to search and apply for positions that are not offered through the Program, but it is vital that Professor Church be informed of your efforts and contacts with different organizations. All internship positions must receive approval prior to applying for and

accepting positions. Further details, policies, and procedures will be discussed during third year.

610. Is SPAD offered in French?

All required Commerce courses can be taken in French or English. A full range of electives are also available in French or English; however, some electives will only be offered in English. The SPAD classes are offered in English only. Starting in 2010, SPAD will be offered as a French program as well. By 2014 all SPAD courses should be available in both English or French.

611. Missed Examinations

Requests for special examinations must be submitted to the Registrar with supporting documents. If the request is approved, the student must contact the Office of the Registrar to make other arrangements necessary to write the examination. There is a fee of \$42.40 per examination. Such requests are only considered if the student is in good academic standing in the course and has met one or more of the following criteria:

1. The student was ill and unable to be present or to adequately prepare for the examination (substantiated by a medical certificate);
2. The student was unable to be present or to adequately prepare for the examination due to a legal obligation such as jury duty, witness, defendant, etc;
3. A personal or family tragedy occurred that prevented the student from being present or from adequately preparing for the examination.

612. Second Degree Program

Students with an undergraduate degree may pursue a second undergraduate degree in another area of concentration or specialization. Students must apply for admission through the Office of Admissions. The Office of Admissions must clearly outline the requirements of the student's program of study and the appropriate School Director or Department Chair must approve it. The student must then complete all approved courses for the second degree program. The Office of Admissions must approve all course substitutions, with a positive recommendation from the Department Chair or School Director.



The information in this document is **CONFIDENTIAL**. The photo will only be used to post on the SPAD Office wall (offline) for identification purposes and the additional information will be used for contact purposes as well as the SPAD Field Trip. **(THIS IS NOT AN OFFICIAL APPLICATION OR REGISTRATION FORM).**

Ce document est **CONFIDENTIEL**. Le but est de la photo est de faciliter l'identification de l'étudiant inscrit au programme tandis que les renseignements personnels serviront comme moyen de contacter l'étudiant en plus de renseignements requis en cas d'urgence durant le voyage d'études. **(CECI N'EST PAS UN FORMULAIRE D'INSCRIPTION OU UNE DEMANDE OFFICIELLE).**

PERSONAL DATA/INFORMATION PERSONNELLE

Last Name/Nom de famille _____ *First Name/Prénom* _____

Birth Date/Date de naissance _____ *Sex/Sexe (please circle/s.v.p. encerclez)* M F

Permanent Address/Adresse permanente

City/Ville _____

Province/Province _____

Postal Code/Code postale _____

Telephone/Téléphone _____

Local/Local _____

Email/Courriel _____

Student #/Numéro d'étudiant _____

RECENT PHOTOGRAPH
PASSPORT Photo Size

PHOTOGRAPHIE RÉCENTE
Format PASSEPORT

*50 mm wide x 70 mm long on
photographic paper*
*50 mm de large x 70 mm de
hauteur sur papier
photographique*

Please print name on back of photo.
**S.V.P. imprimez votre nom à l'endos
de la photo.**
Do not staple or glue photo / Ne pas

PLEASE SUBMIT HEALTH CARD # _____
S.V.P. FAITES NOUS PARVENIR VOTRE NUMÉRO DE CARTE DE SANTÉ

PLEASE RETURN NO LATER THAN AUGUST 13, 2010
SVP RETOURNÉ POUR LE 13 AOÛT 2010

RETURN FORM TO / RETOURNER LE FORMULAIRE À :
L. Lynn Levac
School of Sports Administration / École d'administration des sports
Laurentian University / Université Laurentienne
935 Ramsey Lake Road / 935, chemin du lac Ramsey
SUDBURY ON P3E 2C6

Consent for Use and Disclosure of Personal Information Video/Photo/Authorization and Release

This letter confirms that you have consented to provide a testimonial about the School of Sports Administration and collect, use, and disclose personal information about me, including name; program of study; year of graduation; awards and distinctions; city, province or country of residence, origin or employment; professional information; testimonials and any other additional personal information required by Laurentian University in connection to be included in the Sport Administration Interactive DVD, which will be disseminated to potential/future students of the program, high school counselors and SPAD students for high school presentations. The information is being used for purposes of recruitment.

I further authorize Laurentian University, and/or parties designated by Laurentian University to take photograph(s), videotape, or digital recording(s) of me and to use any of these in any and all media for its own needs for promotional purposes including, but not limited to, advertising; audiovisual; editorial; exhibition; media relations; posters; publications; interactive DVD and web.

I understand that the information collected is required by Laurentian University for its lawfully authorized activities.

I understand and agree that I will not receive any payment for my time or expenses or any royalty for the publication of the photograph(s,) videotape, digital recording(s), use of my name or the use of my employer's name, and I hereby release Laurentian University and/or any parties designated by Laurentian University, from the payment of any such claims.

I understand that the photograph may be downloaded, used reproduced, and/or altered without consent by unknown users of the Laurentian University website, and that this is beyond the university's control. I hereby release Laurentian University of any and all liability arising from such downloading, use, reproduction, or alteration.

I acknowledge and declare that I have read and fully understand the contents of this Consent and Release, and that all questions pertaining to this consent have been answered to my satisfaction. I declare that I am at least eighteen (18) years of age and have authority and capacity to bind myself and have executed this Consent.

Signature of Subject or Parent/Guardian

Signature of Witness

Print Name

Print Name

Date

Date

Address

()

Phone

Email

The information on this form is collected under the authority of the Laurentian University of Sudbury Act, 1960. It is related directly to and needed by the University for the purpose of promotion, including media use, publications, recruitment, and public affairs. The information will be used to update Laurentian University records and for the general purposes of public affairs. The information will be disclosed with staff in the School of Sports Administration. During an event, Laurentian University, and/or parties designated by Laurentian University may take photographs, videotapes, or digital recordings of participants and may use these in any media for its own needs for promotional purposes including, but not limited to, advertising, display, audiovisual, web, exhibition, or editorial use.

If you have any questions about the collection, use, and disclosure of this information please contact the Director, School of Sports Administration, Laurentian University, 935 Ramsey Lake Road, Sudbury, ON, P3E 2C6.

Appendix B - From Computer Services Help Desk

helpdesk@laurentian.ca 675-1151 x2200

Computing Survival Guide for Students

Your Novell Account:

Your Novell account permits you to access the on-campus computer labs. As a registered student, you automatically have a Novell account as well as your own personal U: drive (up to 100 megs of space). At the login screen of an on-campus computer, simply type in your username and password.

Username: Your username consists of the first initial of your first name, followed by your middle initial, "underscore" and your last name (ex. Robert David Parker's username would be rd_parker). If this format does not work for you then contact the Helpdesk to confirm your username.

Password: Your password consists of a combination of your date of birth and your student number (ex: mmddy####). Therefore, you will type the two digits of the month you were born, the two digits of the day you were born, the last two digits of the year you were born, and the last three digits of your student number. For example, if you were born on May 15, 1955 and your student number is 888999; therefore, your Novell password would be 051555999.

Changing your Novell Password:

Once you successfully log into the Novell Client, press the "Ctrl"+"Alt"+"Del" keys on your keyboard, and click on the "Change Password" button.

Your WebAdvisor Account:

WebAdvisor provides students with direct access to administrative student information such as registering, adding and dropping courses, verifying your class schedule, looking at your grades on a term-by-term basis, looking up your whole transcripts, as well as your T2202 tax credit.

If you do not know your Webadvisor password, you can now reset your own password, and a temporary password will be sent to your GroupWise email account.

1. Go to <http://webadvisor.laurentian.ca>
2. Click on "Webadvisor for Students"

3. Click on "What's my Password"
4. Click on "Reset my Password"
5. Type in your last name (capitalize the first letter only)
6. Type in your Laurentian student number (making sure it is 7 digits by adding zero's at the beginning)
7. Click on the "Submit" button
8. From the drop-down menu, select your GroupWise/Webmail email address in order to have your temporary password sent. Then click on the "Submit" button
9. Wait approximately 30 minutes, and go check your GroupWise/Webmail email account (<http://webmail.laurentian.ca>) and look for an email with the subject heading of "WebAdvisor Response"

Your GroupWise/ Webmail Email Account:

Username: In order for you to access your Group-Wise / Webmail account, you need a username and a password. All student email accounts are defined as such:

username@laurentian.ca Your username consists of the first initial of your first name, followed by your middle initial, "underscore" and your last name (ex. Robert David Parker's username would be rd_parker and his email address would be: rd_parker@laurentian.ca). If this format does not work for you then contact the Helpdesk to confirm your username.

Password: your initial password will be set to the following format mmdyy#### (same as your Novell password).

Accessing your Groupwise/Webmail Account

You can access your email, via the GroupWise client (software installed on your computer) OR Webmail (via the internet) at <http://webmail.laurentian.ca> Your email addresses are defined as such: ["username"@laurentian.ca](mailto:username@laurentian.ca)

Changing your GroupWise/Webmail password

To change your GroupWise client password, click on Tools→Options→double click on Security. Click on the "Password" tab and enter your new password. To change your password using Webmail, click on the "Options" button at the top of your Webmail window. When creating your new password, it is important to note that your password has to be six or more letters or numbers, or a combination of both, in length. If you encounter problems accessing your account, please contact the Helpdesk. Finally, always remember to log yourself out of your Webmail account

when you are done by clicking on the "Exit" icon; otherwise, your Webmail account will still remain active and will overload the web server.

On-Campus Computer Labs:

Here are the locations of our computer labs: Fraser Building in room FA-039; Science II Building in room F213/214; Classroom Building in room C105; Phys Ed. Building in room B256; SSR Rez in room G27, the Brenda Wallace Lab and the Learning Commons on the 2nd floor of the J.N. Desmarais Library. All of our computer labs with the exception of B-256 and those located in the library, are open 24 hours, 7 days a week.

Accessing your own U: drive from home:

You can ftp into your U: drive and access your files that you saved onto it go to Internet Explorer type <ftp://142.51.1.221>. When asked type in your Novell username and password

Proxy Server Accounts for the Library:

As a registered Laurentian University student, you also have a Proxy Server account for the J.N. Desmarais Library. This will allow you to access their electronic journals and databases. The proxy server allows Laurentian University community members to access these licensed resources from off-campus" When you are prompted for a username and password, type in your Novell username and password.

Desire2Learn Account:

For all Desire2Learn questions, please contact E-learning at ext. 4805