

# 2008-2009 Diploma Program Calendar

The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2008-2009 academic year, including the Summer Semester 2008, the Fall Semester 2008 and the Winter Semester 2009.

For your convenience the Diploma Calendar is available in PDF format.

If you wish to link to the Diploma Calendar please refer to the Linking Guidelines.

Campus d'Alfred

Kemptville Campus

Guelph Campus

Ridgetown Campus

The University is a full member of:

- The Association of Universities and Colleges of Canada

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The logo for the University of Guelph, featuring the text "UNIVERSITY of GUELPH" in a stylized font.The tagline "CHANGING LIVES IMPROVING LIFE" in a bold, sans-serif font, set against a yellow background.

# **Disclaimer**

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## **University of Guelph 2008**

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The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2008-2009 academic year, including the Summer Semester 2008, the Fall Semester 2008 and the Winter Semester 2009.

The University reserves the right to change without notice any information contained in this calendar, including fees, any rule or regulation pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of degrees or diplomas in any or all of its programs. The publication of information in this calendar does not bind the University to the provision of courses, programs, schedules of studies, or facilities as listed herein.

The University will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this calendar and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by faculty, staff or students of the University or by others, civil unrest or disobedience, or any other cause of any kind beyond the reasonable control of the University.

In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply.

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## **Introduction**

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### **Collection, Use and Disclosure of Personal Information**

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Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) [http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm). This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Training, Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see <http://www.uoguelph.ca/registrar/registrar/index.cfm?index>.

### **Statistics Canada - Notification of Disclosure**

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For further information, please see Statistics Canada's web site at <http://www.statcan.ca>.

### **Address for University Communication**

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Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

#### **Email Address**

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The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly. See Section I--Statement of Students' Academic Responsibilities for more information.

#### **Home Address**

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Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through the Registrar's office.

#### **Name Changes**

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The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

### **Student Confidentiality and Release of Student Information Policy Excerpt**

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The University undertakes to protect the privacy of each student and the confidentiality of his or her record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at <http://www.uoguelph.ca/policies>.



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## XI. Certificate Programs

### Subject Area and Alpha Course Prefix Index

ALPHA PREFIX	SUBJECT AREA
CARB	Arboriculture
CEQ	Equine
CEC	Equine Coaching
CEM	Equine Management
CIUF	Industrial Welding and Fabrication
CLMG	Landscape Management
CVMR	Veterinary Medical Office Administration

### Campus d'Alfred

In addition to Diploma programs, Campus d'Alfred offers innovative French-language certificate programs. Campus tours are the best way for you to learn more about Campus d'Alfred. Explore the educational possibilities and sample the College's lifestyle. In touring the facilities and when making arrangements to discuss specific programs, you will be sure to receive the personal attention you deserve. To obtain more information about Campus d'Alfred or to arrange an appointment please call (613) 679-2218 Ext. 514. For information on admissions, fees, courses and program requirements for any programs contact the college directly at Campus d'Alfred, 31, rue St-Paul - C.P. 580, Alfred, Ontario, Canada, K0B 1A0, Tel: 613-679-2218 Extension 318, Fax: 613-679-2421 or 613-679-2423, Email: admissions@alfredc.uoguelph.ca

### Belgium Exchange

An agreement with the Haute Ecole Provinciale du Hainaut Occidental allows students to complete their second year of the Associate Diploma in Agriculture in Belgium. Candidates must successfully complete their first year at Campus d'Alfred. Canadian students are integrated in the second and third year courses with Belgian students. Courses are offered exclusively in French; therefore candidates must be fluent in French. Interested students should contact the Associate Director at Campus d'Alfred.

### Kemptville Campus

In addition to Diploma programs, Kemptville Campus offers a number of innovative certificate programs, developed with direct industry input to satisfy their requirements for qualified workers. These programs are designed to offer graduating students life-long, rewarding career opportunities in diesel equipment, welding, and equestrian and arboriculture industries.

Established in 1917, Kemptville Campus is one of Ontario's oldest and most beautiful colleges. Kemptville Campus is committed to specialized quality education and academic excellence with many years of experience, heritage, and tradition. Our programs are recognized and supported by the Ontario Ministry of Training, Colleges and Universities (Apprenticeship Branch); the Canadian Welding Bureau (CWB); the Ontario Farm Equipment Dealers Association (ORFEDA); the Upper Canada District School Board; and many other institutions and associations in the Canadian agri-business sector.

The campus is a highly specialized school offering unique programs comparable to no other community college. All programs are integrated with technologically equipped facilities, computerized machinery and laboratory equipment. The campus has built a strong foundation with a network of solid support from the industries of Canada. Preparation for exciting, challenging careers and employment begin at Kemptville Campus.

The campus faculty and staff combine their extensive career experience with a strong desire to improve their respective industries in passing on this experience during the development and delivery of "In-Demand" training to all students.

This full commitment to students continues in supplying assistance and counsel as students move from college to the work environment.

The Power and Equipment Centre at Kemptville Campus is approved by the Ministry of Training, College, and Education to deliver the in-school apprenticeship training requirements in farm equipment, heavy duty equipment and fork lift equipment apprentice mechanic training programs.

Campus tours are the best way for you to learn more about Kemptville Campus. Explore education possibilities or sample the lifestyle at our campus. Tours are available year round, every Monday at 1:00 p.m. with special tours to the residence. Touring the facilities, and making arrangements to discuss specific programs, you'll be sure to receive the personal attention you deserve. To find out more information about the Kemptville Campus, watch for posters and visiting dates available at your local school or call the Campus Tours/Liaison Office at 613-258-8336 ext 316 to arrange an appointment. For information on admissions, fees, courses and program requirements for any of the following certificate programs contact the campus directly at Kemptville Campus, P.O. Bag 2003, Kemptville, Ontario, Canada, K0G 1J0, Tel: 613-258-8336 Ext.316 / Fax: 613-258-8384.

## Equestrian Program

### Equine Management Program

#### OCAS Program Code K108 - Two Semesters

The Equine Management Certificate Program is designed for the individual who wants a job working with horses on a day-to-day basis in the equine industry. This program starts in September. Students often combine this certificate with one of our other Equestrian Certificates (Riding, Coaching & Horsemanship or Standardbred).

#### Semester 1 - Fall

DAGR*1800	[0.50]	Equine Anatomy and Physiology
DAGR*2810	[0.50]	Stable Management I
DAGR*3810	[0.50]	Horse Conformation and Lameness
DAGR*4810	[0.50]	Horse Health
DAGR*3930	[0.50]	Equine Complementary Therapies
CEM*0060		Stable Duty I

#### Semester 2 - Winter

DAGR*2820	[0.50]	Stable Management II
DAGR*3820	[0.50]	Horse Feeds and Feeding
DAGR*4820	[0.50]	Equine Reproduction and Selection
DAGR*4800	[0.50]	Equine Conditioning
CER*0120		Stable Duty II

During Semester 2 students may also choose to take the following 2 courses:

DAGR*1750	[0.50]	Coaching Techniques
DAGR*4830	[0.50]	Equine Facility Management

The following equestrian certificates are primarily designed for students enrolled in either our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program. Depending upon space availability students enrolled in one of these two full time programs may choose one of the following certificates. From time to time, space may be available in these programs as separate stand alone certificates.

### Riding Certificate

#### OCAS Program Code K203

This equestrian program offers students enrolled in either our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program the opportunity to develop their riding skills utilizing one of the school horses. It also develops the knowledge and experience required to care for horses. This program is very skills oriented, and students learn "by doing". The Kemptville Campus environment is challenging and encourages team work. Training is provided to assist the student to progress to the next level of rider certification as approved by the Equine Canada. Students are placed in groups for semester long training according to their current recognized riding level. Highlights of the program include:

- Two hours of riding instruction weekly throughout the semester.
- One hour of theory instruction on a weekly basis.
- Students may specialize in English or Western riding.

Staff members are qualified to perform rider level testing accredited by Equine Canada and its Provincial Equestrian Federations. Since the program is very skills oriented, enrolment is limited. The physical demands of this program include lifting, shovelling and riding. Therefore, it is essential that students applying be physically able to participate in these activities.

### Coaching & Horsemanship Certificate

#### OCAS Program Code K293

This equestrian program offers students enrolled in our Diploma in Agriculture - Equine Option or our Equine Management Certificate Program the opportunity to develop both their riding and coaching skills while utilizing their own horse. It also develops the knowledge and experience required to care for horses. This course is very skills oriented, and students learn "by doing". The Kemptville Campus environment is challenging and encourages team work. Training is provided to assist the student to progress to the next level of rider certification as accredited by Equine Canada and the Provincial Equestrian Federations. Students are placed in groups for semester long training according to their current recognized riding level. Students also have the opportunity to acquire the knowledge and foundations required to pursue their Instructor and Coaching Levels. Highlights of the program include:

- Three hours of riding instruction weekly throughout the semester.
- One hour of riding theory instruction on a weekly basis.
- One hour of coaching theory instruction on a weekly basis.
- Students are entitled to participate in a minimum of three weekend clinics per semester.
- Students will also receive training in Standard First Aid (St. John's or equivalent) as well as the "Learning to Teach" Course (provided by KC in cooperation with the Ontario Equestrian Federation) - where certification or re-certification needs exist.
- Students may specialize in English or Western riding.
- Rider level testing recognized by Equine Canada can be completed at an added fee for certification.

- Opportunities of completing Coaching Certification exist, where numbers permit, and Equine Canada pre-requisites are met.

Since the program is very skills oriented and requires that the student bring their own horse, enrolment is limited. The physical demands of this program include lifting, shovelling and riding. Therefore, it is essential that students applying be physically able to participate in these activities.

**Diesel Equipment Mechanic**

**OCAS Program Code K102 - Two Semesters (28 wks., begins in September)**

Designed to provide practical up-to-date training for careers in diagnosing and repairing of equipment in farm, construction and heavy duty equipment industries. You will have the opportunity to develop the skills involved in the diagnosis and repair of equipment found in farm, construction, or highway truck industries. The ever increasing sophistication of diesel equipment found in today's motive power market, coupled with a broad application in a number of industries, will continue to create a demand for skilled, well trained mechanics to maintain this equipment. This in-school program provides time allocation for trade theory, shop practice and industry related subjects.

**Certification**

The Diesel Equipment Mechanic program is based on the first levels of the Apprenticeship in-school curriculum for Farm Equipment, Heavy Duty Equipment, Truck/Coach, and Power Lift Truck Technician training. Graduate of this program should be prepared to successfully challenge the Ministry exemption exam for Level 1 in-school training in these apprenticeship trades.

**Semester 1 - 14 weeks**

CDEM*1215	Applied Work Practices I
CDEM*1219	Introduction to Computers
CDEM*1316	Welding I for Mechanics
CDEM*1402	Internal Combustion Engines
CDEM*1405	Engine Fuel Systems
CDEM*1407	Electrical/Electronics I
CDEM*1410	Hydraulics/Pneumatics I
CDEM*1412	Power Trains

**Semester 2 - 14 weeks**

CDEM*2223	Environmental Issues
CDEM*2302	HD Diesel Engines
CDEM*2315	Welding II for Mechanics
CDEM*2404	Diesel Fuel Systems
CDEM*2408	Hydraulics/Pneumatics II
CDEM*2411	HD Power Trains
CDEM*2506	Electrical/Electronics II

**Industrial Welding and Fabrication**

**OCAS Program Code K101 - Two Semesters (28 wks., begins in September)**

Students will have the opportunity to develop welding, fabrication and work skills required for employment in a variety of positions in the welding industry. Employers need welders with the ability to perform a wide variety of tasks in the construction, fabrication, repair and maintenance fields. In addition to a sound knowledge of the safe and efficient use of welding processes and equipment, students will be exposed to a variety of Ontario employment business operation, health and safety issue. This program places a heavy emphasis (70% of training hours) on the hands-on mode of training. You learn to weld by welding.

**Certification**

Students meeting required standards during this program will have the opportunity to challenge (at additional cost) a variety of CWB and TSSA welding tickets and licences.

**Semester 1 - 14 weeks**

CIWF*1215	Applied Work Practices I
CIWF*1219	Introduction to Computers
CIWF*1221	Welding and Metallurgy Theory I
CIWF*1222	Blue Print Reading I
CIWF*1223	Cutting Processes I
CIWF*1225	Gas Metal Arc Welding I
CIWF*1230	Fabrication and Layout I
CIWF*1408	Electricity for Welders
CIWF*1423	Oxyacetylene Cutting & Welding
CIWF*1624	Shielded Metal Arc Welding I

**Semester 2 - 14 weeks**

CIWF*2129	Machine Shop for Welder
CIWF*2218	Welding & Metallurgy Theory II
CIWF*2222	Gas Tungsten (TIG) Welding
CIWF*2224	Hydraulics for Welders
CIWF*2226	Blue Print Reading II

CIWF*2228	Cutting Processes II
CIWF*2327	Fabrication and Layout II
CIWF*2620	Shielded Metal Arc Welding II
CIWF*2621	Gas Metal Arc Welding II

**Oil Burner Technician Certification (OBT)**

Developed in partnership with the Canadian Oil Heat Association and Technical Standards and Safety Authority, Kemptville Campus delivers a comprehensive training program for the oil heat industry. In eleven weeks you can be employed as a certified technician meeting the growing demand for skilled workers across Ontario. Students receive room and board, free parking, and access to our recreational facilities available on campus.

**Ridgetown Campus**

**Veterinary Medical Office Administration Program**

**OCAS Program Code R101 (2 semesters)**

This certificate program offers specialized training to prepare the student for a front-line role in the field of animal health. The principal objectives are to develop effective interpersonal communication skills, business management skills and the basic technical skills and knowledge of animal care, and the practices and protocols of a veterinary clinic. Other employment opportunities include animal shelters, pet stores, boarding facilities, emergency clinics and referral hospitals. Applicants must have obtained an Ontario Secondary School Diploma (or equivalent).

**Semester 1**

CVMR*1010	Animal Care	
CVMR*1030	Business <del>Communications</del>	
CVMR*1040		Anatomy
CVMR*1160	Veterinary Medical Terminology	
CVMR*1080	Introduction to Computers	
CVMR*1090	Business Math and Office Accounting	
CVMR*1120	Pharmacology	
CVMR*1190	Veterinary Hospital Marketing	

**Semester 2**

CVMR*1020	Veterinary Office Software	
CVMR*1050	Animal Diseases	
CVMR*1060		Clinical Safety
CVMR*1070	Keyboarding / Dictating	
CVMR*1100	Nutrition	
CVMR*1110	Website Design	
CVMR*1140	Front Office <del>Administration</del>	
CVMR*1150	Work Placement	
CVMR*1170	Human Resource <del>Administration</del>	
CVMR*1210	Clinical Exercises	

Contact Carolyn Lucio, Business Development and Training Group, Ridgetown Campus directly at 519/674-1524 (email: clucio@ridgetownc.uoguelph.ca), fax 519-674-1530 for information on admission requirements, fees and courses.

**Landscape Management Co-op Program**

**OCAS Program Code R102**

(2 semesters + 460 hours co-op placement)

This certificate program offers students the opportunity to gain educational as well as practical hands on training in the landscape industry. During the course students will obtain industry certifications that will make them highly employable in this industry.

Upon completion most students are employed by landscaping contractors, lawn care companies, garden centres, municipal and private parks. This program is a great introduction to all aspects of managing a landscape.

### **Semester 1 - Fall**

CLM*6300	Landscape Maintenance
CLM*6400	Equipment Operations & Maintenance I
CLM*6500	Plant Materials I
CLM*7100	Insect & Disease Identification I
CLM*7300	Pesticide Training and Certification
CLM*7400	Computer Applications I
CLM*7800	Landscape Design & Installation I

### **Semester 2 - Winter**

CLM*6000	Plant Production & Propagation
CLM*6450	Equipment Operations & Maintenance II
CLM*6550	Plant Materials II
CLM*6600	Urban Tree Care
CLM*7150	Insect & Disease Identification II
CLM*7450	Computer Applications II
CLM*7850	Landscape Design & Installation II
CLM*9100	Industry Work Co-op (15 weeks)

Contact Carolyn Lucio, Business Development and Training Group, Ridgetown Campus directly at 519/674-1524 (email: [clucio@ridgetownc.uoguelph.ca](mailto:clucio@ridgetownc.uoguelph.ca)), fax 519-674-1530 for information on admission requirements, fees and courses.