

# 2017-2018 Guelph-Humber Calendar

The information published in this University of Guelph-Humber Calendar outlines the rules, regulations, curricula, programs and fees for the 2017-2018 academic year, including Summer Semester 2017, Fall Semester 2017 and Winter Semester 2018.

For your convenience the Guelph-Humber Calendar is available in PDF format.

If you wish to link to the Guelph-Humber Calendar please refer to the Linking Guidelines.

The University of Guelph is a full member of:

- The Association of Universities and Colleges of Canada

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of GUELPH

CHANGING LIVES  
IMPROVING LIFE

# Disclaimer

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## University of Guelph-Humber

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The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2017-2018 academic year, including the Summer Semester 2017, the Fall Semester 2017, and the Winter Semester 2018.

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, public health emergencies, 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/index.html>. 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 Advanced Education and Skills Development, 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>.

## Disclosure of Personal Information to the Ontario Ministry of Advanced Education and Skills Development

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The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Advanced Education and Skills Development under s. 15 of the Ministry of Advanced Education and Skills Development Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the MTCU Act, authorizing the collection and use of personal information from colleges and universities by the Minister of Training Colleges and Universities, which were set out in Schedule 5 of the Childcare Modernization Act, 2014, came into force on March 31, 2015.

The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

- i. understanding the transition of students from secondary school to post-secondary education and training,
- ii. understanding student participation and progress, mobility and learning and employment outcomes,
- iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,
- iv. understanding trends in post-secondary education or training program choices made by students,
- v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions,
- vi. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,
- vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and
- viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student's postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Advanced Education and Skills Development website: <http://www.tcu.gov.on.ca> (English) or <http://www.tcu.gov.on.ca/fre/> (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.

An update on Institutional and MAESD Notice of Disclosure Activities is posted at <http://www.tcu.gov.on.ca/pepg/publications/NoticeofCollection.pdf>

Frequently Asked Questions related to the Ministry's enrolment and OEN data activities are also posted at: <http://www.tcu.gov.on.ca/pepg/publications/FAQs.html>

### Authority to Disclose Personal Information to Statistics Canada

The Ministry of Advanced Education and Skills Development discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives MTCU authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA

## Notification of Disclosure of Personal Information to Statistics Canada

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

## 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

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

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through Enrolment Services.

## 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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## Bachelor of Applied Science (BAsc.) - Major Family and Community Social Services - Social Service Worker Diploma

The Family and Community Social Services program is designed for students who want to help individuals, families and communities to overcome the issues and concerns in their lives. The students who have chosen this program indicate a desire for careers (and graduate level study) in the areas of social work, family therapy, community development, counselling, family law, mediation and agency administration. Our program offers an ideal combination of theory and experiential learning to provide students the necessary background to enter the workforce in the social services sector or for admission to graduate and professional programs of study.

All graduates will be prepared for membership in the Ontario College of Social Workers & Social Service Workers.

Students are required to complete 18.5 core family and community social service credits, and 1.5 general elective credits in order to be eligible for graduation. Students must complete these requirements in order to be eligible to graduate with both the university honours degree (awarded by the University of Guelph) and the college diploma (awarded by Humber). No option exists to graduate with only one of the above listed credentials as the program is fully integrated.

### Conditions for Graduation

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit a request for Academic Consideration to the Academic Review Sub-Committee.

### Practicum Placement

#### Foundation Practicum - 112.5 hours

Seminar and supervised field placement where students will have the opportunity to take part in the day-to-day operations of a social services agency. Students will work under the direct supervision of a professional staff person, have the opportunity to observe social services procedures and practices, and take part in serving clients with direction from agency staff.

#### Intermediate Practicum I & Intermediate Practicum II - 375 hours

Seminar and supervised field placement in a community of social service agency providing students with an in-depth experience of front-line work in a human services agency under direct supervision. Students will develop work habits such as serving clients effectively, and how to navigate moral, ethical, clinical, and political issues as they emerge in placements.

#### Advanced Practicum I & Advanced Practicum II - 375 hours

Seminar and supervised field placement in a community or social service agency providing students with an in-depth experience of front line work in a human services agency under direct supervision. Agency field supervisors and course instructors may raise professional, ethical, attitudinal, and practical issues which are important for students to address. The advanced practicum includes the writing of a research paper on a critical aspect of the students' practicum.

Total Practicum Hours – 862.5 hours

### Family & Community Social Services - Schedule of Studies

**Note:** All courses are weighted 0.50 credits unless noted otherwise.

#### Semester 1

AHSS*1190	[0.50]	The Political Process & Social Work
AHSS*1210	[0.50]	English I: Reading and Writing Effectively
FCSS*1000	[0.50]	Social Work in Canada

One Of:

AHSS*1110	[0.50]	Introductory Psychology: Dynamics
AHSS*1130	[0.50]	Principles of Sociology

0.50 electives

#### Semester 2

AHSS*1200	[0.50]	Issues in Social Welfare
AHSS*2120	[0.50]	Couple and Family Dynamics
FCSS*2030	[0.50]	Child and Adolescent Development
FCSS*1010	[0.50]	Social Issues and Social Environments
FCSS*1020	[0.50]	Interpersonal Communication Skills

#### Semester 3

FCSS*2000	[0.50]	Counselling I: Theory and Practice
FCSS*2010	[0.50]	Working with High Risk Populations
FCSS*2020	[0.50]	Introduction to Field Practicum
FCSS*2080	[0.50]	Mental Health and Addictions
SCMA*2040	[0.50]	Research Methods for Social Science

#### Semester 4

AHSS*2080	[0.50]	Ethical and Professional Issues in Human Services
AHSS*2090	[0.50]	Supporting Families: Research and Applications
FCSS*2040	[0.50]	Foundation Practicum I
FCSS*3040	[0.50]	Counselling II: Theory and Practice

#### Semester 5

AHSS*3020	[0.50]	Working with Communities
AHSS*3040	[0.50]	Foundations of Social Gerontology
FCSS*3120	[1.00]	Intermediate Practicum I
SCMA*3040	[0.50]	Quantitative Methods for Social Science

#### Semester 6

FCSS*3010	[0.50]	Working With Groups: Theory and Practice
FCSS*3020	[0.50]	Developing a Culturally Sensitive Practice
FCSS*3060	[0.50]	Crisis Intervention: Theory and Practice
FCSS*3130	[1.00]	Intermediate Practicum II

#### Semester 7

FCSS*4000	[0.50]	Family Theory and Therapy
FCSS*4010	[0.50]	Agency Admin. & Community Relations
FCSS*4120	[1.00]	Advanced Practicum I
FCSS*4030	[0.50]	Social Work and the Law

#### Semester 8

FCSS*4040	[0.50]	Empowerment Oriented Case Management
FCSS*4060	[0.50]	Family Mediation & Conflict Resolution
FCSS*4130	[1.00]	Advanced Practicum II

0.50 electives