

2008-2009 Undergraduate Calendar

The information published in this Undergraduate 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 Undergraduate Calendar is available in PDF format.

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

The University is a full member of:

- The Association of Universities and Colleges of Canada

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Disclaimer

University of Guelph 2008

The information published in this Undergraduate 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.

Published by: Undergraduate Program Services

Introduction

Collection, Use and Disclosure of Personal Information

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. 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

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

Address for University Communication

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 Undergraduate Program Services.

Name Changes

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

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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Co-operative Education Programs

Co-operative Education is an experiential learning process that integrates academic study with paid work experience. Students will participate in a competitive employment process to be engaged in work terms developed and/or approved by Co-operative Education and Career Services as suitable learning experiences relevant to the students' area of academic study. A graded work report and performance evaluation will be required for each work term and will appear on the student's official transcript. The academic and work schedules will vary with degree program and major.

The first work term is scheduled after the third or fourth academic semester, providing an academic foundation on which to build the work experience. In addition, COOP*1100 – Introduction to Co-operative Education, a mandatory, non-credit course, is a prerequisite for the first work term.

COOP*1100 is designed to introduce students to the theory and practice of co-operative education at the University of Guelph. Students will acquire practice in the skills required to succeed in the competitive process of securing suitable work terms. Specifically, the course will cover; characteristics and expectations of the "new" world of work, interview skills, resume and cover letter writing.

Students will learn to take full advantage of the co-op option and will obtain practice in the co-op employment process.

Admission Information

Students are admitted to a Co-operative Education program directly from high school in the Fall semester. Some programs may admit a small number of in-course students after first or second semester. Normally, students must apply before their third academic semester in order to be considered. The decision to admit an in-course student is dependant upon space in the program, the grades of the student, the approved Academic and Work Sequence, and any other information relevant to the program. The On-Campus Co-ordinator is responsible for facilitating all admission processes. Please refer to the schedule of dates in the Undergraduate Calendar for in-course application deadlines.

Eligibility

High school students must have a minimum average of 75% to apply to the co-op program. Once accepted to the University of Guelph, you must maintain a 70% cumulative average in the first 2 semesters (full-time study) in order to remain in the co-op program. For transfer students, you must meet normal admission requirements, as well as complete one academic semester at Guelph in which you achieve a minimum 70% average prior to participating in the co-op process. As well, you must have your academic and work schedule approved. Applicants must be a Canadian citizen or permanent resident/landed immigrant. Applicants holding U.S. citizenship should contact Co-operative Education and Career Services.

Continuation of Study

Students will be allowed to continue in the co-op program only if their cumulative average, over 4.0 credits, is 70% or higher after two full-time academic semesters. Students are also required to meet the conditions for continuation of study for their degree program as listed in the Undergraduate Calendar. In addition, all students must satisfactorily complete COOP*1100 before their first employment process.

Co-op students must normally be registered as full-time. Co-op students are also required to meet other conditions, (e.g. satisfactory work term reports and work performance evaluations) in order to continue in the co-op program. Complete conditions for continuation of study for a co-op program are outlined in the Policy Agreement for Student Involvement in Co-operative Education. The complete policy can be viewed at www.coop.uoguelph.ca.

Release of Academic Information

By applying to the Co-op program, students grant permission to the Registrar's Office to release to Co-operative Education Services their University of Guelph transcript and any transcript from other post-secondary institutions that may be part of the Academic Record held by the Registrar's Office. Students also grant permission to Co-operative Education Services to release their resumes, cover letters and any transcripts released by the Registrar's Office to prospective employers to whom the students are applying. Employment information, the work performance evaluation, and the work term report evaluation will appear on the academic transcripts.

Procedures for Work Semester Reports

A Work Report is required for each co-op Work Term in which the student is registered. Work Reports are graded by the Co-op Faculty Advisor and must be submitted to the Co-op Faculty Advisor according to the deadline indicated in the Undergraduate Calendar. Students completing two consecutive Work Terms with the same employer should consult with their Co-op Faculty Advisor regarding Work Report requirements for eight-month Work Terms. A grade of Outstanding, Very Good, Good, Satisfactory, or Unsatisfactory will appear on the student's Academic Record.

A student who receives an Unsatisfactory Work Report Evaluation will be given an opportunity to make revisions and resubmit the report. Students who are resubmitting a Work Report will not be eligible to proceed to the next employment process until receiving a grade of Satisfactory or higher. If, upon resubmission, the Work Report Evaluation is

still unsatisfactory, the student will be required to withdraw from Co-op and may continue in the regular program if available.

In the case of a confidential Work Report, the student is responsible for ensuring that a confidential report is acceptable to the Co-op Faculty Advisor and making evaluation arrangements with the co-op Faculty Advisor and the employer.

Conditions for Graduation

In order to graduate, co-op students must follow the conditions for graduation for their degree program as outlined in the Undergraduate Calendar. In addition, students must receive evaluations of Good or higher in all but one Work Performance Evaluations and an evaluation of Satisfactory or higher in all Work Report Evaluations.

Students wanting to graduate with less than the required number of Work Terms must contact their Co-op Co-ordinator with the request. The Canadian Association for Co-operative Education (CAFCE) guidelines regarding Work Terms will be followed at all times.

Co-op Fees

Students in Co-op are required to pay a co-op fee each semester (see Section VI--Schedule of Fees). Students who enter Co-op in-course will have an altered payment schedule to be discussed upon admission. There is no application fee.

Schedule of Studies

Students entering the Co-op program are advised to review carefully the academic semester/work semester sequence as set out in the schedule of studies for the degree programs and specialization offered under Co-operative Education. Normally students must follow the sequence as scheduled. If, under exceptional circumstances, the schedule cannot be followed, the student must obtain written approval of an alternative work and academic semester sequence from the Co-op Coordinator and Co-op Faculty Advisor. In unusual circumstances the Director of Co-operative Education and Career Services may be involved in the approval process.