

# 2009-2010 Undergraduate Calendar

The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2009-2010 academic year, including the Summer Semester 2009, the Fall Semester 2009 and the Winter Semester 2010.

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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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.

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# Disclaimer

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## University of Guelph 2009

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The information published in this Undergraduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2009-2010 academic year, including the Summer Semester 2009, the Fall Semester 2009 and the Winter Semester 2010.

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.

Published by: Undergraduate Program Services

## **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 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> 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**

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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 Undergraduate Program 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/pdf/ORSInfoReleasePolicy060610.pdf>.



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## XI. Special Study Opportunities

### Certificates and Diplomas

The University offers certificate and diploma programs in Applied Statistics, Communication Process, Environmental Citizenship, Environmental Conservation, Food Science, Hospitality Studies, Leadership, Public Policy and Administration and Scottish Studies. These programs are designed for those who want to develop or upgrade skills in one of these areas without necessarily proceeding towards a three or four year degree program. These programs may be completed on a part-time basis over a period of time.

For those who are in a degree program or who will be transferring into a degree program, there will be a restriction as to the number of courses which can be used for both a certificate/diploma and a degree specialization. Up to 50% of the requirements for a degree-credit certificate can be applied towards a degree. Note that the Certificate in Leadership is exempt from this restriction.

For more information, please consult with the Open Learning program Counsellor at the Office of Open Learning (ext. 56050).

#### Certificate in Communication Process: Bridging Theory and Practice

The five-course online Certificate in Communication Process sets out to enhance participants' knowledge, attitudes and skills necessary for successful careers in business, human resource management, education, medical and veterinary professions, social work, criminology, and international development.

This program focuses on facilitating knowledge-sharing through verbal and non-verbal signs and symbols, as it relates to units of different size and complexity - among individuals, groups, organizations, nations and regions of the world. By gaining insight into various communication processes, participants will be better equipped to effectively manage change in a constantly evolving environment.

The Certificate in Communication Process, available to both undergraduate students and open learners, is offered online through University of Guelph's School of Environmental Design and Rural Development, and is structured as follows:

##### Required Courses

EDRD*2020*DE	[0.50]	Interpersonal Communication
EDRD*3120*DE	[0.50]	Educational Communication
EDRD*3140*DE	[0.50]	Organizational Communication
EDRD*3160*DE	[0.50]	International Communication
EDRD*4120*DE	[0.50]	Leadership Development in Small Organizations

For more information, visit the website at: <http://www.communicationprocess.ca/>

#### Certificate in Environmental Citizenship

Developed from a social science perspective, this Certificate is beneficial to those who want to learn more about the global environmental issues facing us today and in the future. Participants gain in-depth knowledge about environmental changes, their global impact, and how one can directly contribute to the environment's sustainability. The Certificate consists of six degree-credit distance education courses taken online from the University of Guelph's Faculty of Environmental Sciences. It is structured as follows, requiring six courses total, to include at least two at the 3000 or 4000 level:

##### Required Course

UNIV*2050*DE	[0.50]	Environmental Perspectives and Human Choices I
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##### 2 or 3 of the following:

BOT*2000*DE	[0.50]	Plants, Biology and People
ECON*1050*DE	[0.50]	Introductory Microeconomics
ECON*2100*DE	[0.50]	Economic Growth and Environmental Quality
EDRD*3500*DE	[0.50]	Recreation and Tourism Planning
EDRD*4500*DE	[0.50]	Planning Industrial Ecology: Design for Sustainability
GEOG*1220*DE	[0.50]	Human Impact on the Environment
HIST*2250*DE	[0.50]	Environment and History
NRS*2120*DE	[0.50]	Introduction to Environmental Stewardship
PHIL*2070*DE	[0.50]	Philosophy of the Environment
POLS*3370*DE	[0.50]	Environmental Politics and Governance
UNIV*3250*DE	[0.50]	Environmental Perspectives and Human Choices II

##### 2 or 3 of the following:

BIOL*1500*DE	[0.50]	Humans in the Natural World
BIOL*2060*DE	[0.50]	Ecology
BIOL*2150*DE	[0.50]	Natural History of Ontario
BOT*1200*DE	[0.50]	Plants and Human Use
EDRD*3450*DE	[0.50]	Watershed Planning Practice
EDRD*4010*DE	[0.50]	Tourism Planning in the Less Developed World
ENVB*3000*DE	[0.50]	Nature Interpretation
GEOG*2210*DE	[0.50]	Environment and Resources
GEOG*3020*DE	[0.50]	Global Environmental Change
GEOG*3210*DE	[0.50]	Management of the Biophysical Environment
GEOG*3490*DE	[0.50]	Tourism and Environment
MET*1000*DE	[0.50]	The Atmospheric Environment

NRS\*3300\*DE [0.50] Land Resource Stewardship  
For more information, please visit the website at:  
<http://www.environmentalcertificates.com>.

#### Certificate in Environmental Conservation

Developed from a biophysical science perspective, this Certificate is beneficial to those who want to gain knowledge of issues surrounding environmental protection, conservation and preservation, and environmental research. The Certificate consists of six degree-credit distance education courses taken online from the University of Guelph's Faculty of Environmental Sciences. The program is designed to provide participants with the credentials they need for professional advancement in the environment industry and/or personal enrichment. It is structured as follows, requiring six courses total, to include at least two at the 3000 or 4000 level:

##### Required Course

NRS*2120*DE	[0.50]	Introduction to Environmental Stewardship
<b>2 or 3 of the following:</b>		
EDRD*3450*DE	[0.50]	Watershed Planning Practice
GEOG*1220*DE	[0.50]	Human Impact on the Environment
GEOG*1300*DE	[0.50]	Introduction to the Biophysical Environment
GEOG*1100*DE	[0.50]	Principles of Geology
GEOG*2250*DE	[0.50]	Geology of Natural Disasters
MET*1000*DE	[0.50]	The Atmospheric Environment
SOIL*2010*DE	[0.50]	Soil Science
SOIL*3080*DE	[0.50]	Soil and Water Conservation

##### 2 or 3 of the following:

BIOL*2060*DE	[0.50]	Ecology
BIOL*2150*DE	[0.50]	Natural History of Ontario
BIOL*3450*DE	[0.50]	Introduction to Aquatic Environments
ENVB*3000*DE	[0.50]	Nature Interpretation
ENVB*3040*DE	[0.50]	Natural Chemicals in the Environment
GEOG*2210*DE	[0.50]	Environment and Resources
GEOG*3020*DE	[0.50]	Global Environmental Change
GEOG*3210*DE	[0.50]	Management of the Biophysical Environment
NRS*3300*DE	[0.50]	Land Resource Stewardship

For more information, please visit the website at:  
<http://www.environmentalcertificates.com>.

#### Certificate in Food Science

The Certificate in Food Science program is offered by the Department of Food Science in a distance education mode. Normally, learners will require two years to complete the process. The certificate program is aimed at upgrading individuals who either have a formal university education in an area other than Food Science or have been working in Food Science-related areas but who have no academic background in Food Science. The certificate program concentrates on the chemistry, analysis, microbiology and processing of foods, and on the maintenance of food safety and quality throughout. All courses are offered in an interactive format via the internet.

Individuals interested in entering the Certificate in Food Science program should enrol in the Open Learning program through the Office of Open Learning. Post-secondary courses in microbiology and chemistry are pre-requisites for entrance into the program.

The core courses of the program cannot be used as substitutes for core courses or restricted electives in the B.Sc. Food Science Major.

##### Required Courses

FOOD*2010*DE	[0.50]	Principles of Food Science
FOOD*2400*DE	[0.50]	Introduction to Food Chemistry
FOOD*2410*DE	[0.50]	Introduction to Food Processing
FOOD*2420*DE	[0.50]	Introduction to Food Microbiology
FOOD*3430*DE	[0.50]	Introduction to Food Analysis

For more information, please visit the website at: <http://www.foodsciencecertificate.com>.

#### Certificate in Hospitality Studies

The Certificate in Hospitality Studies is offered online from the University of Guelph's School of Hospitality and Tourism Management, College of Management and Economics. It is comprised of five courses taken via distance education and is designed to provide an overview of the hospitality industry, an understanding of human resources management principles and financial management skills. It is perfect for individuals needing additional formal education to assume greater management responsibilities.

Prior Learning Assessment is in place for this Certificate to evaluate and recognize experience and previous education, including seminars, workshops and corporate training programs. Students may receive credit to a maximum of one credit towards one of the required courses. See Chapter VIII, Prior Learning Assessment, for more information. Individuals interested in PLA should consult with the Open Learning program Counsellor at the Office of Open Learning (ext. 56050).

The Certificate requires the five courses listed below:

##### Required Courses

BUS*2000*DE	[0.50]	Organizational Behaviour I
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BUS*3000*DE	[0.50]	Human Resources Management
HTM*2030*DE	[0.50]	Control Systems in the Hospitality Industry
HTM*2150*DE	[0.50]	Introduction to Canadian Business Management
HTM*3070*DE	[0.50]	Hospitality and Tourism Management Accounting

For more information, please visit the website at: <http://www.hospitalitystudies.com>

### Certificate in Leadership

The Certificate in Leadership is offered by the University of Guelph through the College of Management and Economics. This certificate program allows undergraduate students to complete both their degree program and the certificate concurrently. As well, the certificate is available to students in the Open Learning program.

The program focuses on new leadership models and practical applications in a variety of organizational settings. Five undergraduate courses are required, in addition to 120 hours of leadership practice. Students will develop an historical and theoretical understanding of leadership with particular emphasis on contemporary theories, models and research.

The program consists of two Required courses (1.00 credits), three Elective courses (1.50 credits) chosen from the list below, and 120 hours of leadership practice, in an approved placement. Some courses require particular prerequisites; it is important to take into account the necessary prerequisites and semester offered when determining the sequence in which courses are taken. Many of the courses are offered in both on-campus and distance formats. Refer to the undergraduate calendar for specifics concerning course formats and schedule.

#### Required

UNIV*2000	[0.50]	Foundations of Leadership
UNIV*4000	[0.50]	Leadership Capstone

#### Electives (Choose One)

PHIL*2120	[0.50]	Ethics
PHIL*2600	[0.50]	Business and Professional Ethics
POLS*3440	[0.50]	Corruption, Scandal and Political Ethics

#### Electives (Choose Two)

ENVS*2010	[0.50]	Decision-making and Communication Skills
HTM*2150	[0.50]	Introduction to Canadian Business Management
[Note: B.Comm students may not take this course for credit in their degree program.]		
BUS*2090	[0.50]	Individuals and Groups in Organizations
BUS*3000	[0.50]	Human Resources Management
BUS*4000	[0.50]	Organizational Behaviour II
BUS*4100	[0.50]	Applied Research in Human Resources Management
EDRD*3140	[0.50]	Organizational Communication
EDRD*3160	[0.50]	International Communication
EDRD*4120	[0.50]	Leadership Development in Small Organizations
PHIL*2100	[0.50]	Critical Thinking
POLS*2250	[0.50]	Public Administration and Governance
POLS*3940	[0.50]	Accountability and Canadian Government
PSYC*3070	[0.50]	Psychology in Human Resource Management
PSYC*3080	[0.50]	Organizational Psychology
SOAN*2040	[0.50]	Globalization of Work and Organizations
SOAN*2120	[0.50]	Introductory Methods

In addition to the five degree-credit courses selected from the above list, 120 hours of leadership practice are required to obtain the undergraduate Certificate in Leadership. The selection and approval of the 120 hours of leadership practice takes place during UNIV 2000 (Foundations of Leadership). For more information, please visit the website at: <http://www.leadershipcertificate.com>

### Certificate in Public Policy and Administration

The five-course Certificate in Public Policy and Administration is designed to provide a solid foundation in key concepts and foundations of Canadian government, policy and administration. By bringing together a number of Canadian political science and public policy courses that are currently available to both undergraduate students and open learners, this certificate will be of interest to individuals currently working or seeking employment in the public sector or quasi-public sector as well as undergraduate students majoring in Public Management, Political Science and Criminal Justice and Public Policy. All six courses in this certificate are also available in distance education format. To earn the Certificate, students will be required to successfully complete five of the six courses (2.50 credits) as follows:

#### Required Courses

POLS*1400*DE	[0.50]	Issues in Canadian Politics
POLS*2250*DE	[0.50]	Public Administration and Governance

3 of the following 4 courses:

POLS*2300*DE	[0.50]	Canadian Government and Politics
POLS*3250*DE	[0.50]	Public Policy: Challenges and Prospects
POLS*3370*DE	[0.50]	Environmental Politics and Governance
POLS*3440*DE	[0.50]	Corruption, Scandal and Political Ethics

Students who wish to enrol in the Certificate in Public Policy and Administration should contact the Open learning program Counsellor at the Office of Open Learning (ext. 56050.)

### Certificate in Scottish Studies

Delivered through distance education, the six-course Certificate in Scottish Studies is focused around the landscape, literature, and history of Scotland and the legacy of Scottish migration on Canada's development. By bringing together a number of Scottish and Scottish-related courses, the Certificate offers learners a distinctive interdisciplinary program of study. The Certificate in Scottish Studies comprises courses that are offered to both undergraduate students and open learners. To earn the Certificate, students will be required to successfully complete six of the seven courses (3.0 credits) as follows:

#### Required Courses

ENGL*3360*DE	[0.50]	Scottish Literary Cultures
HIST*2000*DE	[0.50]	The British Isles, 1066-1603
HIST*3030*DE	[0.50]	Celtic Britain and Ireland to 1066
HIST*3530*DE	[0.50]	Celtic Britain and Ireland Since 1603
NRS*2050*DE	[0.50]	The Landscape of Scotland

0.50 credits from:

HIST*3140*DE	[0.50]	Witch-hunts and Popular Culture
HIST*4050*DE	[0.50]	Topics in Scottish History

Students who wish to enrol in the Certificate in Scottish Studies should contact the Open Learning program Counsellor at the Office of Open Learning (ext. 56050.)

### Diploma in Applied Statistics

The Diploma in Applied Statistics is a program offered by the Department of Mathematics and Statistics, which seeks to give students of the Applied Sciences a technical competency in the use and application of Statistics.

The program is intended mainly for those whose primary area of expertise is not in Statistics, but who feel the need to be able to use modern statistical techniques. This program seeks to fill a need of scientists to reach a useful level of competency in the use of statistical methodology.

#### Diploma Requirements

The program consists of 5.00 credits chosen from the following list. It is important to take into account the necessary prerequisites when determining the sequence in which the courses are taken. Consult an advisor from the department for assistance.

MATH*2080	[0.50]	Elements of Calculus II
MATH*2150*DE	[0.50]	Applied Matrix Algebra
STAT*2040	[0.50]	Statistics I
STAT*2050	[0.50]	Statistics II
STAT*3100	[0.50]	Introductory Mathematical Statistics I
STAT*3110	[0.50]	Introductory Mathematical Statistics II
STAT*3210	[0.50]	Experimental Design
STAT*3240	[0.50]	Applied Regression Analysis
STAT*3320	[0.50]	Sampling Theory with Applications
STAT*3510	[0.50]	Environmental Risk Assessment
STAT*4050	[0.50]	Topics in Applied Statistics I
STAT*4060	[0.50]	Topics in Applied Statistics II
STAT*4080	[0.50]	Data Analysis
STAT*4350	[0.50]	Applied Multivariate Statistical Methods
STAT*4360	[0.50]	Applied Time Series Analysis
STAT*4510	[0.50]	Advanced Risk Analysis

### Co-operative Education

The Co-operative Education option is offered in over 32 majors. Co-op provides eligible students with the opportunity to alternate semesters of academic study with semesters of paid work experience. Job opportunities are across Ontario, and in some cases out-of-province or international. The work experience is related to the student's academic program and/or career objectives. Admission can occur directly into semester 1 from high school, or in-course (but not normally beyond Academic Semester 3). Co-operative Education is also available to international students.

For further details refer to information on Co-operative Education in Section X--Degree Programs. Course requirements and academic/work sequences for specific majors are listed under the appropriate degree program in Section X--Degree Programs.

### Distance Education

The Distance Education program, administered by the Office of Open Learning, supports academic departments in offering degree credit courses to students who choose to study outside the traditional classroom environment. Courses may come with a variety of learning resources, including: manuals, videotapes, audio CDs, DVDs, CD-ROMs, etc., depending on the nature of the course. As well, most courses incorporate computer conferencing, email, computer-based quizzes, and the use of the Internet. Distance education provides a contemporary means through which the University of Guelph continues its tradition of outreach and open learning opportunities.

Students may take distance education courses for a variety of reasons, including: to have flexibility in designing their own study schedules; to avoid timetable conflicts; to acquire credits while away on summer break or on a co-op job placement; to take courses unavailable in class in a given semester; to learn in an interactive online environment.

The University of Guelph recognizes the importance of distance learning and is committed to providing opportunities for the off-campus learner. A wide range of subject areas and course levels is available.

The following is a list of the courses that are offered in the distance format. **When selecting these courses, section DE must be specified to indicate the distance education offering.** Please consult Section XII--Course Descriptions. Because additional courses are constantly being developed, please consult the Office of Open Learning, 160 Johnston Hall, 519-767-5000, email: info@open.uoguelph.ca for an updated listing of courses available by distance education and when they are scheduled to be offered. Course listings are also available at www.open.uoguelph.ca.

AGEC*3400*DE	[0.50]	Agribusiness Financial Management	FREN*1090*DE	[0.50]	Basic French: Reading
ANSC*2340*DE	[0.50]	Structure of Farm Animals	FREN*1100*DE	[0.50]	Basic French: Listening
ANSC*3210*DE	[0.50]	Principles of Animal Care and Welfare	FREN*1120*DE	[0.50]	Basic French: Writing
ANTH*1150*DE	[0.50]	Introduction to Anthropology	FREN*2020*DE	[0.50]	France: Literature and Society
BIOL*1500*DE	[0.50]	Humans in the Natural World	FREN*2500*DE	[0.50]	French Translation I
BIOL*2060*DE	[0.50]	Ecology	FRHD*1010*DE	[0.50]	Human Development
BIOL*2150*DE	[0.50]	Natural History of Ontario	FRHD*1020*DE	[0.50]	Couple and Family Relationships
BIOL*3450*DE	[0.50]	Introduction to Aquatic Environments	FRHD*2060*DE	[0.50]	Adult Development and Aging
BIOM*2000*DE	[0.50]	Concepts in Human Physiology	FRHD*2100*DE	[0.50]	Development of Human Sexuality
BIOM*3100*DE	[0.50]	Mammalian Physiology I	FRHD*2110*DE	[0.50]	Exceptional Children and Youth
BOT*1200*DE	[0.50]	Plants and Human Use	FRHD*2260*DE	[0.50]	Infant Development
BOT*2000*DE	[0.50]	Plants, Biology and People	FRHD*2270*DE	[0.50]	Development in Early and Middle Childhood
BUS*2000*DE	[0.50]	Organizational Behaviour I	FRHD*2280*DE	[0.50]	Adolescent Development
BUS*3000*DE	[0.50]	Human Resources Management	FRHD*3190*DE	[0.50]	Administration of Programs for Children and Youth
BUS*3010*DE	[0.50]	Compensation Systems	GEOG*1200*DE	[0.50]	Society and Space
BUS*3030*DE	[0.50]	Occupational Health and Safety	GEOG*1220*DE	[0.50]	Human Impact on the Environment
BUS*3070*DE	[0.50]	Recruitment and Selection	GEOG*1300*DE	[0.50]	Introduction to the Biophysical Environment
BUS*3090*DE	[0.50]	Training and Development	GEOG*2210*DE	[0.50]	Environment and Resources
BUS*4060*DE	[0.50]	Human Resources Planning	GEOG*2510*DE	[0.50]	Canada: A Regional Synthesis
CHEM*1060*DE	[0.50]	Introductory Chemistry	GEOG*3020*DE	[0.50]	Global Environmental Change
CHEM*1100*DE	[0.50]	Chemistry Today	GEOG*3210*DE	[0.50]	Management of the Biophysical Environment
CHEM*3360*DE	[0.50]	Environmental Chemistry and Toxicology	GEOG*3490*DE	[0.50]	Tourism and Environment
CIS*1000*DE	[0.50]	Introduction to Computer Applications	GEOL*1100*DE	[0.50]	Principles of Geology
CIS*1200*DE	[0.50]	Introduction to Computing	GEOL*2250*DE	[0.50]	Geology of Natural Disasters
CIS*1500*DE	[0.50]	Introduction to Programming	HIST*1150*DE	[0.50]	20th-Century Global History
CIS*2100*DE	[0.50]	Scientific Computing and Applications Development	HIST*2000*DE	[0.50]	The British Isles, 1066-1603
ECON*1050*DE	[0.50]	Introductory Microeconomics	HIST*2040*DE	[0.50]	War and Society
ECON*1100*DE	[0.50]	Introductory Macroeconomics	HIST*2070*DE	[0.50]	World Religions in Historical Perspective
ECON*2100*DE	[0.50]	Economic Growth and Environmental Quality	HIST*2250*DE	[0.50]	Environment and History
ECON*2310*DE	[0.50]	Intermediate Microeconomics	HIST*2260*DE	[0.50]	Religion and Society
ECON*2410*DE	[0.50]	Intermediate Macroeconomics	HIST*2450*DE	[0.50]	The Practising Historian
ECON*2770*DE	[0.50]	Introductory Mathematical Economics	HIST*2610*DE	[0.50]	Contemporary Canadian Issues
ECON*3560*DE	[0.50]	Theory of Finance	HIST*2830*DE	[0.50]	The Emergence of Modern Germany 1871-1990
ECON*3660*DE	[0.50]	Economics of Equity Markets	HIST*3020*DE	[0.50]	Sexuality and Gender in History
ECON*4400*DE	[0.50]	Economics of Organizations and Corporate Governance	HIST*3030*DE	[0.50]	Celtic Britain and Ireland to 1066
EDRD*2020*DE	[0.50]	Interpersonal Communication	HIST*3140*DE	[0.50]	Witch-hunts and Popular Culture
EDRD*2600*DE	[0.50]	Planning Theory	HIST*3530*DE	[0.50]	Celtic Britain and Ireland Since 1603
EDRD*2650*DE	[0.50]	Introduction to Planning and Environmental Law	HIST*3540*DE	[0.50]	World War Two
EDRD*3120*DE	[0.50]	Educational Communication	HIST*4050*DE	[0.50]	Topics in Scottish History
EDRD*3140*DE	[0.50]	Organizational Communication	HORT*1120*DE	[0.50]	Grape and Wine Science
EDRD*3160*DE	[0.50]	International Communication	HORT*3430*DE	[0.50]	Wine-Grape Culture
EDRD*3450*DE	[0.50]	Watershed Planning Practice	HTM*2030*DE	[0.50]	Control Systems in the Hospitality Industry
EDRD*3500*DE	[0.50]	Recreation and Tourism Planning	HTM*2150*DE	[0.50]	Introduction to Canadian Business Management
EDRD*3550*DE	[0.50]	Economic Development for Rural and Smaller Communities	HTM*3070*DE	[0.50]	Hospitality and Tourism Management Accounting
EDRD*4010*DE	[0.50]	Tourism Planning in the Less Developed World	HTM*3180*DE	[0.50]	Casino Operations Management
EDRD*4120*DE	[0.50]	Leadership Development in Small Organizations	HTM*3780*DE	[0.50]	Economics of Food Usage
EDRD*4500*DE	[0.50]	Planning Industrial Ecology: Design for Sustainability	MATH*1000*DE	[0.50]	Introductory Calculus
ENGL*1200*DE	[0.50]	Reading the Contemporary World	MATH*2150*DE	[0.50]	Applied Matrix Algebra
ENGL*1410*DE	[0.50]	Major Writers	MBG*3060*DE	[0.50]	Quantitative Genetics
ENGL*2640*DE	[0.50]	Culture, Location, Identity: Minoritized Literatures in Canada and Beyond	MBG*3090*DE	[0.50]	Applied Animal Genetics
ENGL*2740*DE	[0.50]	Children's Literature	MBG*3600*DE	[0.25]	Introduction to Genomics
ENGL*3360*DE	[0.50]	Scottish Literary Cultures	MCB*2210*DE	[0.50]	Introductory Cell Biology
ENVB*2210*DE	[0.50]	Introductory Apiculture	MCS*1000*DE	[0.50]	Introductory Marketing
ENVB*3000*DE	[0.50]	Nature Interpretation	MCS*2020*DE	[0.50]	Information Management
ENVB*3030*DE	[0.50]	Pesticides and the Environment	MCS*2100*DE	[0.50]	Personal Financial Management
ENVB*3040*DE	[0.50]	Natural Chemicals in the Environment	MCS*3010*DE	[0.50]	Quality Management
EURO*1050*DE	[0.50]	The Emergence of a United Europe	MCS*3030*DE	[0.50]	Research Methods
EURO*2070*DE	[0.50]	European Integration, 1957-1992	MCS*3040*DE	[0.50]	Business and Consumer Law
FOOD*2010*DE	[0.50]	Principles of Food Science	MET*1000*DE	[0.50]	The Atmospheric Environment
FOOD*2400*DE	[0.50]	Introduction to Food Chemistry	MUSC*1060*DE	[0.50]	"Classical" Music: Context and Codes
FOOD*2410*DE	[0.50]	Introduction to Food Processing	MUSC*1130*DE	[0.50]	Introduction to Musicianship
FOOD*2420*DE	[0.50]	Introduction to Food Microbiology	MUSC*2140*DE	[0.50]	History of Jazz
FOOD*3430*DE	[0.50]	Introduction to Food Analysis	MUSC*2280*DE	[0.50]	Masterworks of Music
FOOD*4070*DE	[0.50]	Food Packaging	NRS*2050*DE	[0.50]	The Landscape of Scotland
FOOD*4310*DE	[0.50]	Food Safety Management Systems	NRS*2120*DE	[0.50]	Introduction to Environmental Stewardship
			NRS*3300*DE	[0.50]	Land Resource Stewardship
			NUTR*1010*DE	[0.50]	Nutrition and Society
			NUTR*2050*DE	[0.50]	Family and Community Nutrition
			OAGR*2300*DE	[0.50]	Organic Marketing
			PATH*3610*DE	[0.50]	Principles of Disease
			PHIL*2070*DE	[0.50]	Philosophy of the Environment
			PHIL*2100*DE	[0.50]	Critical Thinking
			PHIL*2120*DE	[0.50]	Ethics
			PHIL*2130*DE	[0.50]	Philosophy of Religion
			PHYS*1020*DE	[0.50]	Introductory Physics
			PHYS*1600*DE	[0.50]	Contemporary Astronomy
			POLS*1400*DE	[0.50]	Issues in Canadian Politics

POLS*1500*DE	[0.50]	World Politics
POLS*2250*DE	[0.50]	Public Administration and Governance
POLS*2300*DE	[0.50]	Canadian Government and Politics
POLS*3250*DE	[0.50]	Public Policy: Challenges and Prospects
POLS*3300*DE	[0.50]	Governing Criminal Justice
POLS*3370*DE	[0.50]	Environmental Politics and Governance
POLS*3440*DE	[0.50]	Corruption, Scandal and Political Ethics
POLS*3940*DE	[0.50]	Accountability and Canadian Government
PSYC*1100*DE	[0.50]	Principles of Behaviour
PSYC*1200*DE	[0.50]	Dynamics of Behaviour
PSYC*2010*DE	[0.50]	Quantification in Psychology
PSYC*2310*DE	[0.50]	Introduction to Social Psychology
PSYC*2360*DE	[0.50]	Introductory Research Methods
PSYC*2390*DE	[0.50]	Principles of Sensation and Perception
PSYC*2410*DE	[0.50]	Behavioural Neuroscience I
PSYC*2450*DE	[0.50]	Introduction to Developmental Psychology
PSYC*2650*DE	[0.50]	Cognitive Psychology
PSYC*2740*DE	[0.50]	Personality
PSYC*3010*DE	[0.50]	Compensation Systems
PSYC*3020*DE	[0.50]	Psychology of Law
PSYC*3070*DE	[0.50]	Psychology in Human Resource Management
PSYC*3080*DE	[0.50]	Organizational Psychology
PSYC*3220*DE	[0.50]	Ergonomics: the Scientific Study of People-System Relationships
PSYC*3250*DE	[0.50]	Psychological Measurement
PSYC*3340*DE	[0.50]	Psycholinguistics
PSYC*3390*DE	[0.50]	Abnormal Psychology
PSYC*3480*DE	[0.50]	Psychology of Sport
PSYC*3570*DE	[0.50]	The Psychology of Death and Dying
PSYC*3710*DE	[0.50]	Psychology of Learning Difficulties and Disabilities I
PSYC*3800*DE	[0.50]	Psychology and Education
PSYC*3850*DE	[0.50]	Intellectual Disabilities
SOAN*2400*DE	[0.50]	Introduction to Gender Systems
SOC*1100*DE	[0.50]	Sociology
SOC*1500*DE	[0.50]	Crime and Criminal Justice
SOC*2070*DE	[0.50]	Social Deviance
SOC*2750*DE	[0.50]	Serial Murder
SOC*2760*DE	[0.50]	Homicide
SOC*3490*DE	[0.50]	Law and Society
SOIL*2010*DE	[0.50]	Soil Science
SOIL*3080*DE	[0.50]	Soil and Water Conservation
SPAN*1100*DE	[0.50]	Introductory Spanish
SPAN*1110*DE	[0.50]	Intermediate Spanish
STAT*2060*DE	[0.50]	Statistics for Business Decisions
THST*2500*DE	[0.50]	Contemporary Cinema
UNIV*2000*DE	[0.50]	Foundations of Leadership
UNIV*2050*DE	[0.50]	Environmental Perspectives and Human Choices I
UNIV*3250*DE	[0.50]	Environmental Perspectives and Human Choices II
UNIV*4000*DE	[0.50]	Leadership Capstone
WMST*1000*DE	[0.50]	Introduction to Women's Studies

**Note:**

- Getting ready for Calculus, a non-degree credit preparatory course, is also offered via distance.

**Note:** Please check with the Office of Open Learning regarding the technology and resource requirements (e.g. computer, internet, DVD player, etc.) for the specific course(s) in which you are interested.

The courses have been designed and written by experts to meet rigorous standards. Clusters of courses are offered from selected areas of specialization within the University.

The Diploma in Applied Statistics, the Certificate in Public Policy and Administration, the Certificate in Communication Process, the Certificate in Food Science, the Certificate in Hospitality Studies, the Certificate in Environmental Citizenship, the Certificate in Environmental Conservation, the Certificate in Scottish Studies and the Certificate in Leadership are also offered in the distance education mode in whole or in part (see Certificates and Diplomas in this section for further information).

**General Studies**

The objective of the General Studies program is to provide mature students with the opportunity to take university courses before registering in a specific degree program or to take university courses for continued learning with no immediate intention of registering in a degree program. The General Studies program does not lead towards a specific undergraduate degree at the University of Guelph. Initially, students register for part time studies only.

**Academic Counselling**

General Studies students can obtain counselling for selecting courses, and planning their future program from the B.A. Counselling Office located in Room 130 MacKinnon

Building. Prospective students should contact the Admissions Section of the Office of Registrarial Services.

**Financial Assistance**

Students registered in 3 or more courses of the General Studies program are eligible to apply to the Ontario Student Assistance Program (OSAP) if an Ontario resident. Students who are residents of other provinces must apply to their home province for financial assistance. General Studies students are eligible to apply for OSAP assistance for a maximum of two semesters. General Studies students who transfer to a degree program may continue to apply for OSAP.

**Schedule of Studies**

1. Students may take any undergraduate course offered by the University, as long as any stated prerequisites are met or the approval of the instructor is obtained.
2. Students may take Associate Diploma courses with the approval of the Director of the Associate Diploma program.
3. Students will not normally be eligible to continue in the General Studies program after enrolment in 20 courses.
4. The grade assigned for each course will become part of the student's University academic record.
5. Students who register in the General Studies program and who subsequently apply for transfer to a degree or diploma program, will be required to meet admission requirements for that program, and credit granted for courses taken in the General Studies program will be subject to the regulations pertaining to that program.

**Tuition Fees**

Students are advised to refer to Section VI--Schedule of Fees.

**Undergraduate Regulations**

Students are referred to Section VIII--Undergraduate Degree Regulations for additional information regarding registration, course selection, withdrawal from study, continuation of study, examination policy and requests for academic consideration.

**Graduate Studies**

The University of Guelph offers graduate programs in most departments and schools. These post-baccalaureate programs offer opportunities for personal, academic and professional growth. Students with a 70% average or higher should consider and investigate these options, beginning no later than their third undergraduate year. Decisions regarding the desired area of study and pursuit of scholarship support require forethought and planning. Information, application forms, and counselling are available through the graduate coordinators of each department/school. Students are also welcome to visit the Office of Graduate Program Services, Level 3, University Centre.

The University of Guelph offers opportunities for qualified students to do graduate work leading to the Master of Arts (M.A.), Master of Science (M.Sc.), Master of Landscape Architecture (M.L.A.), Master of Engineering (M.Eng.), Master of Science in Aquaculture (M.Sc. Aqua), Master of Business Administration (M.B.A.), Master of Fine Art (M.F.A.), Master of Science in Planning (M.Sc. Plan), Master of Applied Nutrition (M.A.N.), Doctor of Philosophy (Ph.D.), and Doctor of Veterinary Science (D.V.Sc.) degrees.

**Interdisciplinary Studies**

The University of Guelph offers many interdisciplinary programs that cross departmental and college boundaries. In addition, specific courses and specializations have been modelled on an interdisciplinary approach to the topic or subject area.

Courses with an interdisciplinary approach and content are listed in Section XII under the following headings: Humanities, Physical Science, and Social Science as well as Interdisciplinary University Courses.

The following list of specializations is not intended to represent all the university's interdisciplinary initiatives. Instead it identifies those specializations that involve a significant degree of collaboration between departments or colleges. For further details, refer to the appropriate undergraduate degree program information in Section IX.

**Bachelor of Arts**

Criminal Justice and Public Policy  
Environmental Studies (Minor)  
European Studies  
Information Systems & Human Behaviour  
International Development  
Women's Studies

**Bachelor of Arts and Sciences**

The University of Guelph offers an 8 semester (20.00 credits) honours program leading to a Bachelor of Arts and Sciences (B.A.S.) degree.

The Bachelor of Arts & Sciences program is designed for students who are motivated equally by the study of Arts/Social Sciences and the Sciences, and who find challenge and satisfaction in testing the traditional boundaries of study through undergraduate level interdisciplinary work. The program meets these objectives through a unique structure

that accredits students in an Arts/Social Sciences core, a Sciences core, a Subject Area core of interdisciplinary humanities and sciences courses (ASCI\*), and a minor in each of the Arts/Social Sciences and the Sciences (see below for choices of minors). The structure of the program ensures disciplinary rigour and breadth through completion of core requirements for a B.A.S. degree, concentration in two distinct minors, and concentration of learning in an academic cohort of B.A.S. students through the interdisciplinary ASCI courses in the B.A.S. core. This core is open only to students in the B.A.S. program. For more information please see: <http://www.uoguelph.ca/bas/>

### **Bachelor of Commerce**

Agricultural Business  
Hotel and Food Administration  
Human Resources Management  
Management Economics in Industry & Finance  
Marketing Management  
Public Management  
Tourism Management

### **Bachelor of Science (Biological Science)**

Biomedical Toxicology  
Earth Surface Science  
Environmental Toxicology  
Plant Biology

### **Bachelor of Science in Environmental Sciences**

### **Open Learning**

The University of Guelph serves the learning needs of people of all ages whose educational requirements may not match the program structure or services available through full-time undergraduate study. The adoption of the philosophy of lifelong learning, changes in the demographic characteristics of our communities, the explosion of new knowledge, and the effect of rapid technological advances on professional competence are major factors underlying the University's commitment towards alternative approaches to providing education through open learning.

### **The Office of Open Learning**

The Office of Open Learning is the institutional focus for distance education, continuing education, and the Open Learning program. As such, the Office of Open Learning supports departments in the development and delivery of open learning activities. Courses and programs cover a broad spectrum of learning needs which include professional updating programs and general interest/knowledge enhancing courses.

### **The Open Learning program**

The Open Learning program is an open admission distance-only part-time mode of study that provides access to degree-credit university courses for individuals who wish to study independently but are not interested in pursuing a degree at the University of Guelph at the present time. You may register in the Open Learning program, even if you are in another program or are registered at another post-secondary educational institution. The Open Learning program extends the academic resources of the University to those interested in personal enrichment, professional updating, or eventual application to a degree program.

Open Learning program students must complete the same assignments and examinations as those in degree programs and are evaluated using the same standards. Upon successful completion of a course, learners receive the same credit weight for courses as would apply to courses taken within the degree program.

### **Continuing Education Option**

Those not interested in receiving degree credit for courses may register as continuing education students. Learners taking courses in this way may not be required to complete assignments or related exams.

Further information is available from the Office of Open Learning, 160 Johnston Hall, by email: [info@open.uoguelph.ca](mailto:info@open.uoguelph.ca), by phone 519-767-5000 or at [www.open.uoguelph.ca](http://www.open.uoguelph.ca)

### **Guaranteed Admission to a B.A. Program**

Open Learning program students who have no previous post-secondary experience and have completed four courses, (2.00 credits), with a 70% minimum cumulative average may transfer into the B.A. Program at the University of Guelph.

Applicants are advised to complete two courses (1.00 credit) from the College of Arts and two courses (1.00 credit) in the Social Sciences.

### **Guaranteed Admission to the B.Comm. Program**

Open Learning program students with no previous post-secondary education will be offered guaranteed admission to the Bachelor of Commerce (B.Comm.) degree program under the following conditions.

1. Applicants must satisfy the English proficiency requirements (see the Undergraduate Calendar, Section IV Admission, English Proficiency).

2. Successful completion of four-degree-level courses (2.00 credits) with a cumulative average of 70% or above in at most 6 course (3.00 credit) attempts. The four courses (2.00 credits) used in the calculation of the cumulative average will include any degree-level courses used to meet the English and mathematics requirements and must satisfy the following:
  - a. at least 1.00 credits must be from arts and social sciences;
  - b. no more than 1.00 credits from mathematics and statistics combined may be used to calculate the cumulative average.

3. Applicants must satisfy the following English and mathematics requirements:

#### **English Requirement**

A grade of 75% or higher in English 12U or the successful completion of one course (0.50 credits) from:

ENGL\*1200, EURO\*1050, GEOG\*1220, HIST\*1150, HIST\*2000, HIST\*2040, HIST\*2070, HIST\*2260, HIST\*2610, HIST\*2830, POLS\*1400, SOC\*1100, WMST\*1000, UNIV\*2000

#### **Mathematics Requirement**

A grade of 75% or higher in a 12U mathematics relevant to the applicant's intended major or the successful completion of MATH\*1000.

### **Open Learning program Certificates and Diplomas**

Certificate in Communication Process: Bridging Theory and Practice

Certificate in Environmental Citizenship

Certificate in Environmental Conservation

Certificate in Food Science

Certificate in Hospitality Studies

Certificate in Leadership

Certificate in Public Policy and Administration

Certificate in Scottish Studies

Diploma in Applied Statistics

(Refer to Certificates & Diplomas in this section for descriptions or contact the Office of Open Learning.)

### **Open Learning program Courses\***

Please refer to Distance Education in this section for a listing of courses offered through the Open Learning program.

*\*please check with the Office of Open Learning regarding the technology and resource requirements (e.g. computer, internet, DVD, etc.) for the specific course(s) in which you are interested.*

### **Open Learning Scholarships/Bursaries**

#### **Open Learning Bursaries**

Established by faculty, staff and friends of Open Learning. These funds are intended to provide support for non-degree students that are enrolled in an Open Learning Program (courses, certificates, and diplomas) in need of financial assistance. More information can be found at: <http://www.open.uoguelph.ca/bursary/>

*Qualification(s):* Canadian citizens or permanent residents with the greatest financial need.

#### **Bruce Christie Entrance Scholarship in Agricultural Communications**

In honour of his retirement, friends and colleagues of Bruce E. Christie P.Ag (Hon.)(OAC 1958A) provided donations to establish this \$1,500 scholarship. This award will further his long-time and dedicated interest in developing better communications between the agri-food industry and its various constituents, especially urban and rural populaces. Students entering the Diploma in Agricultural Communications program directly after graduating with a minimum 70% average from any undergraduate program in OAC are eligible. Selection will be based on the level of interest in agricultural communications career as demonstrated by the application materials. Financial need will also be considered. Apply to Open Learning Bursary Committee by April 1 with a one-page letter outlining your achievements in various communications/journalism/public relations activities as well as citing the communications courses taken during your undergraduate program and information regarding any financial need.

#### **Equine Science Certificate Scholarship**

This scholarship provides the value of tuition for one course in the Equine Science Certificate program. The scholarship is available to Open Learning students who have completed two courses in the Equine Science Certificate Program with a minimum cumulative average of 80%. Apply to Senior Manager, Equine Guelph by February 12 with an essay of no more than two pages on the value of the program and its impact on the well-being of the student's horse. This award may be held only once.

**Prof. H.J. Malik Statistics Prize**

This \$150 prize is provided in honour of H.J. Malik, Professor Emeritus in the Department of Mathematics and Statistics, by family, colleagues and friends. Application not required. Open Learning program distance education student who has completed the course STAT\*2060, Statistics for Business Decisions, with the highest attained grade over 80% in the previous year. All open Learning program students who complete this course in the previous spring, fall or winter semesters will automatically be considered the following May.

**Stan Young Memorial Entrance Scholarship in Agricultural Communications**

The family, friends, and colleagues of the late Dr. Stan Young (BSA '49) have established this \$1,300 scholarship as a tribute to Stan's accomplishments in the area of agricultural communications and to further his vision for a more proactive and focused education for people interested in promoting agricultural and food related issues. Students entering the Diploma in Agricultural Communications program directly after graduating with a minimum 70% average from any undergraduate program in OAC are eligible. Selection will be based on the level of interest in agricultural communications career as demonstrated by the application materials. Financial need will also be considered. Apply to Open Learning Bursary Committee by April 1 with a one-page letter outlining your achievements in various communications/journalism/public relations activities as well as citing the communications courses taken during your undergraduate program and information regarding any financial need.

**Distance Education**

The Office of Open Learning facilitates the delivery of degree credit courses to students who are typically off-campus or wish to take distance courses in order to accommodate their schedules. The Office of Open Learning assists in course development and preparation and is the focal point of this activity by providing information, student support, and administration. Please refer to the Distance Education heading in this section for the listing of courses offered through the distance format.

Calendars and brochures outlining complete details of activities are available from the Office of Open Learning, Johnston Hall Room 160, 519-767-5000, info@open.uoguelph.ca, or at www.open.uoguelph.ca

**Continuing Education**

The Office of Open Learning annually offers over 100 professional development programs, courses, conferences, and certificates in collaboration with academic departments and/or professional organizations. For detailed information on learning opportunities offered by the Office of Open Learning contact us at tel: 519-767-5000; fax 519 767-1114; email: info@open.uoguelph.ca; website: www.open.uoguelph.ca; or visit us in Johnston Hall Room 160.

**Certificate Program In Couple & Family Therapy Studies**

*(co-sponsored by the Ontario Association for Marriage and Family Therapy)*

The Certificate in Couple and Family Therapy Studies is designed to provide practising therapists with specialized training and updating in the needs, problems and changing patterns of couple and family relationships. Systems theory is the primary, although not the only, theoretical orientation within the program. Attention to issues of gender, race, class, ethnicity and culture underlies all aspects of the program. Program faculty are clinical members of the American Association for Marriage and Family Therapy (AAMFT) and AAMFT-approved supervisors.

Courses in this program are designed to meet the education requirements for Clinical Membership in the American Association for Marriage and Family Therapy. All courses are delivered at a level of rigour equivalent to that of a Master's degree and require completion of a formal evaluation component, marked according to University of Guelph grading standards. Individuals successfully completing the required course of study will receive the Certificate in Couple and Family Therapy Studies from the University of Guelph and the Ontario Association for Marriage and Family Therapy. While completion of all six courses in the certificate program is encouraged, students are welcome to take courses for general interest or specific upgrading, provided they have adequate background and/or preparation. It is strongly recommended that students pursue a concurrent program of clinical practice and supervision. Prerequisite: A Bachelor's degree.

**Required Courses**

Theories & Methods of Family Therapy: Foundations of the Field

Theories & Methods: Post-Modern Models

Theories & Methods of Couple Therapy

**Elective Courses (Choose 3)**

Violence in Families

Intensive Sex Therapy Training Program

Families in Transition: Divorce, Single Parenting and Re-marriage

Change Strategies in Therapy

Research in Marriage and Family Therapy

Professional Issues in Marriage and Family Therapy

Family Therapy and Mental Health

Spirituality: A New Story in Couple and Family Therapy

Couple and Family Therapy with LGBT Clients and their Families

Systemic Approaches with the Addicted Client: Assessment and Intervention

For details and to apply visit <http://www.open.uoguelph.ca/certcfts/>.

**Diploma in Agricultural Communications**

The Diploma in Agricultural Communications is designed for students looking to strengthen their ability to communicate complex issues about agriculture, agri-food, the environment and life sciences. Students will enhance and develop skills through their studies, which incorporate communication theory and applied knowledge, resulting in a more effective communicator and professional.

**Required Courses**

Agricultural Communications Studio I

Agricultural Communications Studio II

Agricultural Communication Theory in Action

Ethics in Leadership

Agricultural Communication Internship

For details and to apply, please visit <http://www.agcommunications.ca/>.

**Diploma in Human Resources Management**

Human resources management is a system of interrelated activities including training and development, compensation management, and labour relations that work towards satisfying organizational goals and objectives. Typically, managers in smaller organizations are responsible for these activities in addition to other operational responsibilities. In larger organizations, the human resources department generally has subject specialists who oversee each function area. Regardless of how the system of activities is administered, individuals responsible for managing a group of employees should have a practical understanding of management tools and techniques to effectively work with the most important resource in their organizations - their people.

The Diploma in Human Resources Management provides essential management foundation skills and knowledge with particular emphasis on relating practitioner principles, policies and procedures to "real world" situations. Courses in the Diploma meet the HRP AO academic program requirements. This program consists of 10 courses and is designed to meet the learning needs of individuals who currently work in a human resources environment or who have ambition to do so.

**Required Courses**

Human Resources Administration

Organization and Management

Finance and Accounting Concepts

Occupational Health and Safety

Salary Administration and Benefits

Training and Development

Labour-Management Relations

Human Resource Planning

Recruitment and Selection

**One of the following two courses by distance education:**

PSYC\*3070\*DE [0.50] Psychology in Human Resource Management

PSYC\*3080\*DE [0.50] Organizational Psychology

For details and to apply, please see <http://hr.open.uoguelph.ca/>.

**English Language Certificate Program**

The English Language Certificate Program is an intensive academic English program designed to prepare ESL students aged 18 and over for academic study at the undergraduate and graduate level. Daily classes in grammar, reading, writing, listening and speaking help students achieve the advanced level English skill needed to be successful in academic studies. A student who successfully completes the Advanced level with an average of 75% earns the University of Guelph Certificate of English Proficiency. Applicants must have a minimum intermediate English skill level, and have an academic goal to study at a university.

**Academic Writing at the Graduate Level**

This online course introduces future and current graduate students to the writing requirements of graduate study in a Western university. Students study and analyze different types (genres) of writing from the three disciplinary areas of arts, the physical and natural sciences, and the social sciences in order to better understand these texts' function, audience and organization. These texts include abstracts, research proposals and thesis chapters. Through a small selection of readings, students are also introduced to the cultural dimension of graduate study at a Western university.

**Graduate Preparation Program**

This intensive academic preparation program for graduate level students is designed to provide a bridge to academic and cultural life in a Western university. Topics studied in this two-semester program include: Academic Writing Skills, Research Skills, Oral Presentation Skills, Lecture Note-taking Skills, Critical Thinking Skills, Academic Culture and Environment, Understanding Canadian Culture and Conversation Practice.

## Academic Writing for Teachers of English as a Foreign Language (EFL), Level 1

This online course is designed to develop and improve the writing skills of English teachers who are not native English speakers, and who are teaching English writing to students planning to study in a Western university. This course takes a functional approach to developing EFL teachers' academic writing skills through the analysis of a number of short texts to learn about different types of academic texts and their purposes. Students develop the language used to describe, reason, analyze and evaluate in a supportive, interactive multimedia environment. The course includes a cultural component as students are introduced to the teaching and learning practices and general expectations of a Western university.

### International Student Certificate Program

This one-year study abroad program is designed for international university students who do not qualify for traditional university exchange programs. The three-semester program can be configured in one of three combinations of English Language Certificate Program and Open Learning program. Participants must be an undergraduate university student in their home country and should have a letter of permission to study at the University of Guelph.

### Equine Science Certificate

The Certificate consists of six distance education courses taken online. This program is designed to provide horse owners and those working in the equine industry with evidence-based knowledge to improve the health and performance of horses in their care.

#### The courses are as follows:

Management of the Equine Environment  
Health and Disease Prevention  
Growth and Development  
Functional Anatomy  
Equine Nutrition  
Exercise Physiology

For details and to apply, please see <http://www.equinesciencertificate.com>

### Certificate in Equine Business Management

The Certificate in Equine Business Management consists of six online courses and is designed for those interested in working in the business and management aspects of the equine industry. A selection of courses is offered each semester. Students who have completed or are currently registered in the Equine Science Certificate or Diploma in Equine Studies programs may opt to continue their studies in order to earn the Certificate in Equine Business Management.

#### Required Courses:

- Equine Business Management
- Management of the Equine Environment
- The Equine Industry
- Finance and Risk Management\*
- Marketing and Communication in the Equine Industry\*

\* Successful completion of Equine Business Management is prerequisite.

#### Elective Courses -- Select one of:

- Equine Journalism
- Equine Event Management
- Equine Facilities Design

For details and to apply, please see <http://www.equinebusinesscertificate.com/>

### Diploma in Equine Studies

The Diploma in Equine Studies is comprised of ten online courses and is designed to provide advanced knowledge for horse owners and those working in the equine industry. A selection of courses is offered each semester. Students who have completed or are currently registered in the Equine Science Certificate program may opt to continue their studies in order to earn the Diploma, and students new to the Diploma in Equine Studies will be provided with a comprehensive starting point.

#### Required Courses:

- Management of the Equine Environment
- Health & Disease Prevention
- Equine Nutrition
- Growth & Development
- Functional Anatomy
- Exercise Physiology
- Equine Business Management
- Equine Behaviour
- Equine Genetics
- Equine Integrated Therapies

For details and to apply, please see <http://www.equinestudiesdiploma.com/>

## Landscape/Horticulture Online Certificate Programs

The Landscape/Horticulture Online Certificate Programs include five certificates and over 20 online/web-based courses. Learners may enrol in one or more individual courses or study towards one or more of the certificates.

### Creating Landscapes Certificate

The Creating Landscapes Certificate is designed to provide landscape designers, contractors and gardening enthusiasts with the training and skills necessary for creating desirable outdoor living environments. The program refers to historical influences on modern landscape design and discusses the Design Process. Other topics include management principles for operating a successful business, the physical properties and uses of landscape construction material, and incorporating computer technology in creating successful designs.

#### Required Courses:

Landscape Design I  
Landscape Design II  
Introduction to Landscape Construction  
Introduction to Plant Identification  
Computer Assisted Design  
Business Management Principles

For details and to apply, please see <http://www.horticulturecertificates.com/>.

### Maintaining Golf Courses Certificate

The Maintaining Golf Courses Certificate is designed to provide turf managers and golf superintendents with turf identification and management skills, insight into golf course design and construction techniques, tree care, and other best management practices related to the care of golf courses. Challenges such as maintaining healthy playing conditions while respecting environmental needs such as wildlife and water quality are also examined.

#### Required Courses:

Turf Management  
Irrigation  
Golf Course Design and Construction  
Weed Management in Turf  
Arboriculture  
Environmental Management of the Golf Course

For details and to apply, please see <http://www.horticulturecertificates.com/>.

### The Horticulturist Certificate

The Horticulturist Certificate is designed especially for gardeners wishing to enhance their knowledge and skills relating to the residential garden environment. The impact of soil conditions are a critical aspect of this study program. Basic horticulture and botany are discussed as are principles of plant care for ensuring optimum health. Students will learn about common plant pests and diseases and their effective treatments. They will also learn to understand how beautiful and functional landscapes are the result of good design strategies and tactics.

#### Required Courses:

Cultural Practices for Plants  
Introduction to Plant Identification  
Designing the Landscape  
Ornamental Plant Protection  
Introduction to Soils and Plant Growth  
Weed Management in Horticulture  
Growing Plants

For details and to apply, please see <http://www.horticulturecertificates.com/>.

### Growing Plants for Profit Certificate

In the Growing Plants for Profit Certificate, students will learn how to effectively grow healthy crops while at the same time implementing sound business practices. Plant propagation techniques are thoroughly discussed as are the specifics of both greenhouse and nursery production. Business skills are offered to guide students through the complexities of running a profitable business operation. Plant identification techniques ensure that learners have a good understanding of the most exciting product choices.

#### Required Courses:

Commercial Greenhouse Crop Production  
Introduction to Plant Identification  
Greenhouse Management  
Nursery Production  
Plant Propagation  
Business Management Principles

For details and to apply, please see <http://www.horticulturecertificates.com/>.

**Sustainable Landscapes Certificate**

The Sustainable Landscapes Certificate is designed for students who wish to learn about innovative strategies which help fortify the relationships between people, water and land, ensuring best care of natural environments. Design tactics to retain or enhance naturalized landscapes will be examined. Students will gain knowledge about tree health as it relates to both the individual plant and woodland communities.

**Required Courses:**

Alternative Land Use Practices for Sustainable Landscapes

Introduction to Plant Identification

The Naturalized Landscape

An Introduction to Woodland Ecology

Arboriculture

For details and to apply, please see <http://www.horticulturecertificates.com/>.

**Professional Association Affiliations**

Several courses have been approved by the following associations and may be applied to each association's respective professional programs:

Association of Administrative Assistants

Canadian Golf Superintendents Association

Canadian Payroll Association

Golf Course Superintendents Association of America

Human Resources Professionals Association of Ontario

Industrial Accident Prevention Association

Integrated Pest Management - Plant Health Care Council

Ontario Association of School Business Officials

Ontario Association for Marriage and Family Therapy

Purchasing Management Association of Canada

**Summer Studies (Summer Semester)**

Because the university operates on a three semester system, a broad range of course offerings is available in the Summer Semester (May to August). During the summer months, degree credit courses are offered in a variety of formats to meet the needs of full-time and part-time students both on-campus and off-campus. In addition to regular semester courses running from May to August, there is a summer session (May to June) when degree courses are offered in a six week format. For scheduling information consult the Undergraduate Timetable, available from the Academic Records Section, in the University Centre, Level 3.

Distance education opportunities are also available during the summer. For further details, contact the Office of Open Learning, Room 160, Johnston Hall, by email: [info@open.uoguelph.ca](mailto:info@open.uoguelph.ca), by phone 519-767-5000 or <http://www.open.uoguelph.ca/>