Learning Passport Information

Welcome to the Learning Passport (LP) program. We hope that you find the extra-curricular activities add value to your program of study and facilitate finding a career / job upon graduation.

For each Learning Passport (LP) eligible course in which you are enrolled, you may earn up to 3 bonus points by participating in LP activities. Participation in: 2 activities = 1 bonus point; 3 activities = 2 bonus points; and 4 activities = 3 bonus points. LP bonus points will NOT increase a student's grade from an F to a passing grade. Check with each of your professors to verify course eligibility and whether there is an additional criterion you must meet to be awarded bonus points in their courses.

How to sign up: Complete the Photo/Video Release form and the LP Student Information Sign-up Form included with these instructions. Once complete, submit the forms on or after January 12, 2015. Submission options include:

1. submitting it to Miriam Gallant or Colleen Blacker in Seton Annex #5. When you drop off your LP Student Information Sign-up Sheet you may pick up your Learning Passport to record your eligible passport activities. This option is suitable for those within commuting distance from MSVU.
2. faxing it to (902) 445-2582. This option is suitable for those outside commuting distance from MSVU.
3. submitting it using the LP Moodle site. Sign into the LP Moodle site and click on “Submit the Learning Passport (LP) Sign-Up form”, which can be found under the heading “Forms” on the Moodle site. You may then download Learning Passport Activity Pages from the Moodle site to record your eligible passport activities. This option is suitable for those outside commuting distance from MSVU.

In order to qualify for bonus points, your LP Student Information Sign-up Sheet and your Learning Passport and/or Learning Passport Activity Pages must include all requested information and be submitted on or before March 27, 2015. Late or incomplete forms and passports will not be accepted – they will be shredded! You are encouraged to send your professor an email on the last day of classes to let her/him know that your passport has been submitted, and the number of activities you have completed.

How to find more information: The LP Moodle site includes full details of this initiative including LP eligible courses and some options for qualifying activities. You may self-enroll in The Learning Passport Moodle site by first logging into Moodle and second, going to http://moodle233.msvu.ca/m23/course/search.php?search=Learning+Passport and clicking on “self-enroll”. If you require further assistance with accessing the site, go to the “Contact Us” tab at the top of your Moodle page and click on “submit a help ticket – Students”. Complete and submit the form requesting that you be added to the Learning Passport Moodle site. Once you have completed this process, the LP Moodle site will automatically be included on your Moodle list.

There are a variety of activities available for you to choose from. The Committee encourages you to plan early and choose activities that will benefit you in your studies and your future career. Though many of the activities identified take place on campus, a number of activities (e.g. meeting with a business leader, volunteer activities, Toastmasters meetings, some academic competitions, attending a conference, Library activities, etc.) either do not require you to be on campus or may be available in your communities. In addition, when possible we offer a limited number of virtual activities (available only to distance students more than 100 km from campus), LP Committee members can be contacted at learningpassport@msvu.ca for clarification on whether an activity not currently listed will qualify.

Important: LP Activity Representatives signatures are often verified for accuracy. In a case when confirmation of falsified information (attendance, signatures, stamps or otherwise) is received from an LP Activity Representative, 0 points will be awarded for all activities during the term that the offense took place. In addition, the student will not be eligible to participate in the LP program for a period of one year.

Please visit the LP Moodle site regularly for updates.
PHOTO & VIDEO RELEASE FORM

Halifax Nova Scotia Canada B3M 2J6 msvu.ca Tel 902-457-6308

Public Affairs Office

PLEASE PRINT:

Name of Individual

Email address:

Phone number:

Mailing address:

Program/Department:

Photo/Video Organizer:

I hereby authorize the taking and use of photographs and/or videotape for promotional purposes by Mount Saint Vincent University.

This consent is expressly intended to release from liability Mount Saint Vincent University, its employees and the photographer/videographer taking said photographs/videotapes.

Signature: ___________________________ Date: ____________
PASSPORT DUE DATE: Winter Term, March 27, 2015
NO EXTENSIONS

- STUDENTS MAY COMPLETE A MAXIMUM OF TWO SESSIONS OFFERED BY STUDENT SERVICES.

- STUDENT SERVICES SESSIONS INCLUDE ACTIVITIES LISTED UNDER “STUDY SKILLS WORKSHOPS” AND “CAREER PLANNING SERVICES EVENTS” ON THE LP MOODLE SITE.

- THE EXACT SAME STUDENT SERVICES ACTIVITY CANNOT BE COMPLETED WITHIN THE SAME ACADEMIC YEAR.

Please complete the following information in full to ensure your professor will be notified of the bonus points you have earned. Incomplete forms will be shredded!
Photos/video/and/or live-streaming will take place at the main LP events offered by the department including (but not limited to) Caritas Day, Career Week panels, and the SE4D Conference. As a result, students are asked to complete the Photo/Video Release form upon signing up for the program.

STUDENT NAME: ____________________________________________________

STUDENT EMAIL ADDRESS: ____________________________________________

STUDENT NUMBER: _________________________________________________

I AM ENROLLED IN THE FOLLOWING BUSINESS & TOURISM COURSES:

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<thead>
<tr>
<th>Course Number</th>
<th>Course Section</th>
<th>Professor / Instructor Name</th>
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<td>Example: BUSI 1112</td>
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<td>S. MacMillan</td>
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