2025-2026 Faculty Handbook

For All Faculty, Lab Instructors, and Librarians at Mount Saint Vincent University

Last Updated: 14 August 2025

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Preface

The purpose of this Handbook is to provide relevant information and guidelines for faculty, lab instructors, and librarians at Mount Saint Vincent University. Many sections of this Handbook refer the reader to further information available on the Mount's website, on the intranet, in the University Calendar, or from other University personnel.

The Faculty Resources page on the Mount's website includes information and links to the Intranet, University Administration, Teaching Resources, Research, Student Resources, Employment Resources, Campus Facilities and Services, the Teaching and Learning Centre, and IT&S. The full-time and part-time Faculty Collective Agreements are available on the page. The relevant Collective Agreements specify the terms and conditions of employment for faculty.

The Senate is responsible for academic policies and regulations. All approved Senate policies are on the Policy Central site. It is the responsibility of the faculty member, lab instructor, and librarian to familiarize themself with the contents of this Handbook and to act in accordance with the University's policies, procedures, guidelines, academic calendars, relevant Collective Agreements, as well as with the provisions of their own letter of appointment or contract.

Administrative Matters

Access to Buildings

Faculty, lab instructors, and librarians assigned to an office in an academic building will be issued keys to the office door. Keys to the desk and filing cabinets in the assigned office should be in the office. Please consult your academic administrative assistant regarding where to pick up keys.

- **The Margaret Norrie McCain Centre** for Teaching, Learning and Research, Seton Academic Centre and Rosaria Centre buildings are open on regular working days (Monday to Thursday) from 7:00 a.m. to 10:00 p.m. The McCain Centre connector to the Library opens at 8:00 am.
- **The Seton Academic Centre** is locked on Friday at 9 p.m. The first-floor main entrance of Seton is open on weekends based on the Library hours, or if weekend events are taking place in the building.
- **Evaristus Hall** is open on regular working days from 7:00 a.m. to 10:00 p.m.
- **The E. Margaret Fulton Centre** is open during Library hours.

Full time faculty, lab instructors, and librarians will be issued an access card for entry into Evaristus and Seton after hours. The card can be used at the Seton 4th floor accessible entrance and Evaristus 1st floor accessible entrance. Full-time faculty, lab instructors, and librarians will also be assigned a "faculty key" that will open most classroom doors during scheduled class times. Those in the building without an access key during the designated closed hours must alert Security of their presence at 902-457-6412.

Part Time faculty, lab instructors, and librarians who require access to a locked classroom should contact Security at 902-457-6412, or by using one of the wall-mounted direct phones.

Members are advised that classrooms are set with alarms outside of scheduled class hours.

All space booking requests should be made through the Conference Office at reservations@msvu.ca.

Administrative Support – Academic Administrative Assistants

Academic administrative assistants carry out the clerical and administrative responsibilities necessary for the functioning of their assigned Department/program as determined by the Managing Supervisor (Chair), with final approval of the appropriate Dean. Priorities are set by the Managing Supervisor (Chair) on the understanding that the position exists to support the work of the Department.

Budget

Departmental budgets are managed by Department Chairs. If a member anticipates the need for funds for particular expenditures, approval must be obtained from the Chair before proceeding with the arrangements. Chairs should discuss unanticipated expenses with the Dean.

Classes – Attendance

Those instructors who know in advance that they will be unable to hold a class must inform the Chair/Director and Dean in writing (e-mail) of the absence and any arrangements made for the class. The Chair/Director will consult the Dean if alternate arrangements are required to cover classes. If a class is to be cancelled, instructors must follow the procedure for class cancellation. Classes must be held in the location and at the time scheduled by the Registrar's Office. Any alterations or exceptions must be approved by the Dean.

Class Cancellation

If you must cancel a class for any reason, please do so by following these steps:

- Go to http://www2.msvu.ca/classcancellation and login using the "sign in" option on the right-hand side of the screen. Once logged in, you will see a + icon; click on this icon to add a class cancellation.
- Enter the course number, location and time of the class. Please ensure that the information you enter is correct.
- Once you have entered your cancellation, click the icon to save the information. The cancellation will be uploaded to the Mount's class cancellation page.
- For more detailed instructions, please review the "Class Cancellation Page Administration" document located on the Deans' Office Intranet site.
- If you are unable to access the internet, you may cancel your class by contacting your administrative assistant or the Deans' Office at dean.office@msvu.ca or 902-457-6400.

Please note:

- The Deans' Office does not post information about re-assignment of work or additional work in lieu of the class. Instructors must make other arrangements to inform students.
- Please ensure the information on course number, class location and time is correct.
- Rescheduling of cancelled classes can only be done at a time agreed to by all students. Classes should not be rescheduled on days when there are no classes at the University (i.e., Caritas Day, Spring Break) unless all students agree.
- Instructors now have email distribution lists for their classes. They are encouraged to use the list to let their classes know if they cancel a class.

Convocation

Faculty, lab instructors, and librarians play an integral part in Fall and Spring Convocation ceremonies. All faculty members are requested to attend the ceremonies. Faculty members may order academic attire to wear in the procession; the Deans' Office sends out notices approximately 8 weeks prior to the event.

Faculty generally participate and assist in the following capacities:

- walking in the academic procession
- assisting valedictorians in the preparation of their speeches
- participating in the Convocation receptions held after each ceremony.

Holidays

There are no classes, buildings are not open or accessible on the following holidays:

- Nova Scotia Heritage Day
- Good Friday and Easter Monday
- Victoria Day
- Canada Day
- Natal Day

- Labour Day
- National Day for Truth & Reconciliation
- Thanksgiving Day
- Remembrance Day

There are no classes on **Caritas Day**, normally the last Wednesday in January. Administration and staff members will be at work and all buildings are open on that day.

The University normally closes the week between Christmas and New Year. During the Christmas closure period, buildings and residences are closed, and heat and lights are reduced to a minimal level. Only essential services personnel are on duty (security, steam plant, and switchboard).

Other religious holidays and observances can be arranged by agreement with the member's Dean and Chair/Director or the University Librarian.

Institutional Analyst

The Institutional Analyst provides information, analysis and services that promote and support effective and informed decision making and planning at MSVU. The office strives to provide timely and accurate data to meet the needs of all internal and external clients. The office conducts its own internal research, and also examines information gathered by external organizations. Some of the main areas of data analysis include: enrollment, retention & graduation statistics, institutional demographics, and survey analysis.

Looking for data related to MSVU? The Institutional Analyst can help. Note that data requests must fulfil a legitimate educational need and be specific to the department making the request. Depending on the complexity of the request and the volume of the requests we are processing, completion time could take up to 10 business days. Questions? Contact MSVU's Institutional Analyst at kevin.estibeiro@msvu.ca.

Mail

Mailboxes are located in the McCain Centre, Seton Academic Centre, and Evaristus. Mailboxes are normally allocated to correspond with either the office building or teaching location of the faculty member, lab instructor, or librarian. Academic administrative assistants have a list of the location of mailboxes. Part-time faculty members may be asked to share their mailboxes.

Mail is delivered daily, Monday through Friday. Items too large to fit into a mailbox will be placed on the floor, shelf, or counter. These areas should be checked regularly for mail items. Baskets for both external and inter-office correspondence are located at all mailbox locations. External mail must include the postal code and postage or a postage request slip that includes the department name, account bar code, piece count, and type of service required.

Maintenance of Office or Classroom Space

Maintenance needs in a classroom or office (i.e., water damage, chalk, light bulb replacement, sanitizer, or anti-bacterial cleaning supplies) should be reported to Facilities Management at 902-457-6502.

Office Space (Full-time Faculty, Lab Instructors, and Librarians)

The Deans allocate office space for full-time faculty, lab instructors, and librarians. Full-time faculty members are entitled to an individual office. Whenever possible, Department offices are assigned in the same area. Space is limited at the University, and sometimes interim measures must be taken. For example, a new faculty member might have to occupy the office of someone who is on leave before getting a permanent office and may not be located in the same area as their own Department until space becomes available.

For further information about office space, contact your Chair/Director or Dean.

Office Arrangements (Part-time Faculty, Lab Instructors, and Librarians)

Due to the very limited availability of space at the Mount, office space for part-time faculty, lab instructors, and librarians is offered on a shared basis. Individual office space for part-time faculty is not available. There are two Faculty Resource Centres in SAC 330 and EVAR 376A where all part-time faculty can access computers, printers, copiers, phones, and scanners. Additionally, there are two shared, drop-in office spaces for part-time faculty in SAC 344 and EVAR 371. Please consult your departmental administrative assistant for the door codes.

Office Supplies

Faculty, lab instructors, and librarians should consult with their Chair/Director about what expenses might reasonably be incurred and how to charge items to their unit. Expected expenses include printing, photocopying, and audio-visual charges, as well as modest office supplies. Any other expenses, such as faxes, movie rentals, long-distance telephone calls, etc., must be approved by the Chair/Director in advance.

Parking and Transportation

Parking permits are required for general parking. The Mount uses Hotspot Parking, a campus-wide parking system and applies to all parking options – from daily parking to full-year parking. Your license plate is considered your parking permit under this system. HotSpot Parking is an app that operates a license plate-based system that allows users the option to pay for parking directly from their smartphone, fast tap sign or computer. Download the **HotSpot app** from the Apple or Google app store.

2025/2026 Parking Fees:

- Hourly - $1.75
- Daily - $10.30
- Weekly - $36.00
- Monthly - $74.00
- 1 Term (Sept-Dec or Jan-Apr or May-Aug) - $164.00
- 2 Terms (Sept-Apr or Jan-Aug) - $239.00
- 3 Terms (Sept to Aug) - $308.00
- Summer 1 - $85.00 / Summer 2 - $85.00

More information about HotSpot Parking is available on the MSVU website.

MSVU Security issues tickets to violators. Fire lanes and disability parking are strictly enforced 24 hours/day.

Part-time Employment Contracts

The Collective Agreement between MSVU and CUPE 3912 determines the rate of pay, workload, and other working conditions.

Part-time teaching appointments are contingent upon the achievement of adequate enrolments, academic course planning, and available funding. When necessary, the cancellation of a part-time contract is done at the discretion of the University. Compensation for a cancelled contract is paid to the instructor (where the instructor has signed the contract) in accordance with the Collective Agreement. Stipends for part-time faculty are paid bi-weekly on regularly scheduled pay dates. Online courses may be paid on a different schedule.

Professional Development/Travel Fund Reimbursement (Full-Time faculty)

Article 40 and the Travel Fund Policy and Guidelines were eliminated on April 1, 2024. Please consult Article 39 for the new combined professional development and travel allocation fund.

Professional Expense Reimbursement claims can be returned to ftf.pe.claims@msvu.ca.

Additionally, the University has maintained a fund of $10,000 per fiscal year for members representing their department(s) and/or program(s) at meetings or conferences. This fund is university-wide, therefore it is crucial to submit your Category B Travel Application in advance to the Deans' Office to ensure that funding is available.

Professional Development (Part-Time faculty)

A separate fund is maintained for Part-time faculty to support professional development in the form of presenting papers or participating in panels at academic conferences, or attending academic or teaching and learning conferences. The part-time travel fund is described in Article 16.5 of the Part-Time Faculty Collective Agreement. The application form is available on the intranet and should be submitting to your Dean for approval.

Student Rating of Instruction Questionnaires (SRIQs)

Currently, full-time members with tenure/five-years' service are evaluated by students in one course annually chosen randomly by the Dean. All other full-time and part-time members will be evaluated by students in each course taught. The University Review Committee, a Dean, Department Chair (or subject Coordinator), or a full or part-time instructor may request an evaluation in addition to the above.

Instructors will receive notification from the Deans' Office regarding courses scheduled for evaluation. By the last week of each course, instructors are required to provide students with "Student Ratings of Instruction" forms. The actual date of administering the evaluation is determined by the instructor. Forms and directions for administering the evaluation are delivered to the instructor's mailbox, site coordinator, or academic administrative assistant.

Instructors should not stay in the room while evaluations are completed. After setting up the process, a student should be designated to take responsibility for collecting the completed evaluations and returning them to the Deans' Office. Courses taught via distance will also be evaluated, using an online format.

Vacation

Full-time faculty, lab instructors, and librarians are entitled to take four weeks of annual vacation (pro-rated for partial appointments or appointments shorter than one year). Members should inform their Chair/Director and Dean or the University Librarian when taking vacation. Vacation pay is included in the stipend amounts for Part-time faculty.

Academic Affairs

Administration

President and Vice-Chancellor	Dr. Joël Dickinson
Vice-President Academic and Provost	Dr. Lori Francis
Associate Vice-President, Student Experience	Dr. Keltie Jones
Associate Vice-President, Research	Dr. Jacqueline Gahagan
Associate Vice-President, People and Culture	Mr. Chris Hattie
Associate Vice-President, University Relations	Ms. Karen White
Dean of Arts and Science	Dr. Carrie Dawson
Dean of Education	Dr. Antony Card
Dean of Professional and Graduate Studies	Dr. Susan Trenholm
University Librarian	Ms. Jeannie Bail
Acting Director, Teaching and Learning Centre	Dr. Emily Ballantyne
University Registrar	Ms. Stephanie Hale Wills

Office of the Vice-President Academic and Provost

Coordinator, Academic Affairs	Ms. Ashley Brewster-Wang
Executive Assistant	Ms. Tracy MacKenzie

Office of People and Culture

Manager, Faculty & Staff Relations	Mr. Zach Palamarchuk

Academic Departments & Department Chairs as of 1 July 2025

Arts & Science

Biology	Dr. Tamara Franz-Odendaal
Chemistry & Physics	Dr. Ian Pottie
Cultural Studies (Coordinator)	Dr. El Jones
Economics (Coordinator)	Dr. Nargess Kayhani
English	Dr. Diane Piccitto
History	Dr. Martha Walls
Mathematics & Statistics	Dr. Danielle Cox
Modern Languages	Dr. Alexandra Tsedryk
Philosophy/Religious Studies	Dr. John Schellenberg
Politics, Economics, Canadian Studies	Dr. Jeffrey MacLeod
Psychology	Dr. Derek Fisher
Sociology/Anthropology	Dr. Alex Khasnabish
Women's Studies	Dr. Maya Eichler

Education

Graduate Education (Director)	Dr. Fred French
Teacher Education (Director)	Dr. Eddia Solas

Professional Studies

Applied Human Nutrition	Dr. Kyly Whitfield
Business and Tourism	Dr. Maria Matthews
Child & Youth Study	Dr. Christine McLean
Communication Studies	Dr. Alla Kushniryk
Family Studies & Gerontology	Dr. Janice Keefe
Information Technology	Prof. Paula Crouse

Academic Policies

Academic policies that have been approved by Senate can be found on the [Senate homepage](#). Some of the key policies for faculty, lab instructors, and librarians are:

- [Academic Accommodations for Students with Disabilities](#)
- [Accommodation of Students' Religious and Spiritual Observances](#)
- [Course Outline Policy](#)
- [Evaluation and Grading](#)
- [Final Examinations](#)
- [Independent and Directed Course Studies](#)
- [Leave of Absence Provision for Graduate Students](#)
- [Open Access Policy](#)
- [Recognizing Prior Learning (Graduate Admissions) Policy](#)
- [Teaching Timetable Policy](#)

Other Relevant Policies and Procedures

- [Employee Tuition Fee Reduction Policy](#)
- [Employment Equity Policy](#)
- [Anti-Harassment and Discrimination Policy](#)
- [No Scents is Good Sense](#)
- [Occupational Health and Safety Policy](#)
- [Policy against Sexual Violence](#)
- [Regulations Governing Computer Usage (Regulation 2.2.28)](#)
- [Timetable of Significant Dates](#)

Final Grades

Grades should be submitted through MyMount. Grades for all courses having examinations must be received in the Registrar's Office either five calendar days after the scheduled examination day or by the deadline date established by the Registrar's Office, whichever is earlier. Grades must be emailed to grades@msvu.ca. Instructors are reminded to use the correct Mount undergraduate and graduate grading schemes and notations found in the Mount Academic Calendars.

Instructors with graduating students should be available for consultation until the day before convocation in the Spring and the Friday before convocation in the Fall. The graduation list is finalized both in Spring and in Fall one week prior to the first convocation ceremony.

Grade Changes

All grade changes require a Chair's/Director's approval before they can be recorded in students' records. The Grade Change Form is available on the intranet.

Once final grades have been submitted, there is a limited range of acceptable reasons for submitting a grade change. Normally, only those changes that occur as a result of errors in the original calculation of the final grade will be approved.

Students who have been ill or unable to complete the coursework for acceptable reasons are governed by the regulations of the INC and DEF grades outlined in the Academic Calendars.

Grade changes which result from DEF, INC or IP grade submissions do not require a Chair's/Director's approval and can be submitted directly to the Registrar's Office within the formal deadlines established for each term.

Academic Appeals

Discipline and appeal processes are outlined in the Senate Policy on Academic Appeals and the Academic Calendars.

Timetable of Courses

All classes must be scheduled in the approved time slots listed below. Department Chairs and Faculty of Education Directors must submit their department timetables to the Dean by 1 December. Once the Dean approves the schedule, it is forwarded to the Registrar's Office. The Vice-President Academic and Provost must approve any exceptions to approved time slots. Requests for changes to the timetable must be approved by the appropriate Dean. Departments should try to ensure that courses are scheduled across the entire timetable.

Class Time Slots

Monday, Wednesday	8 timeslots of 75 minutes
Tuesday, Thursday	8 timeslots of 75 minutes
Friday	4 timeslots of 75 minutes (up to 3:00 pm)
Monday, Tuesday, Wednesday, Thursday, Friday	2 evening timeslots of 150 minutes

Freedom of Information and Protection of Privacy

As a result of the implementation of the Freedom of Information and Protection of Privacy (FOIPOP) Act, instructors are advised that grades may not be posted by student number or name. As well, assignments, tests, quizzes, and/or exams may not be left in the hallway for students to pick up. These practices breach students' privacy and render the University liable to complaint under the Act.

Grades and assignments should be distributed in ways that protect students' privacy such as:

- distributing directly to students in class;
- asking students to collect during office hours; or
- leaving sealed, identified envelopes with Department administrative assistants for student pick up.

Grade reports, WebAdvisor materials, and other student lists that are no longer required by faculty must be disposed of in **secure shredder boxes** (NOT in recycling bins).

Instructors should review their practices to ensure that students' privacy is being protected.

Guidelines for Academic Advising

The Centre for Academic Advising and Student Success

The Centre for Academic Advising and Student Success is located in the Seton Academic Centre, Room 303. It brings academic support staff together as a team to help students reach their academic goals. Staff academic advisors are in the Centre, while the Learning Strategist and the Writing Centre coordinator are situated outside the Centre. Equipped with workstations, the Centre is a hub for advising activities.

Academic Advisors help students learn how to select and register for courses, plan their programs, develop a plan to reach their academic and personal goals, connect with other student support services and programs, and answer questions about the university. Staff advisors offer on-campus and virtual appointments.

Advising takes place year-round; however, there are peak advising times such as the Early Advising and Registration event for new Mount students in the spring, advising for new Mount students during the summer months, advising for summer course selection in late January, and March Advising Week for current students selecting courses for the following academic year.

Academic Advising at the Mount is collaborative with staff advisors, often referring students to faculty advisors for deeper discussions about their focus areas, specific courses offered in their Major field, and Honours program questions.

Staff contacts for the Centre for Academic Advising and Student Success are:

Erin Tomlinson, Manager
erin.tomlinson@msvu.ca
Seton 353

Soumya Jain, Office Assistant
advising@msvu.ca
Seton 303

Heather Maxwell, Academic Advisor
heather.maxwell@msvu.ca
Seton 303

Jessica Ferguson, Academic Advisor
jessica.ferguson@msvu.ca
Seton 303

James Jollymore, Learning Strategist
james.jollymore1@msvu.ca
Seton 346

Clare Goulet, Writing Centre Coordinator
clare.goulet@msvu.ca
EMF 205

Faculty Advising

Please consult your Department Chair regarding the advising structure in your department. Faculty advisors often support students with questions about their areas of focus, courses in their Major fields, and Honours research. Some faculty advisors may advise students on program requirements within their departments.

Faculty advisors may encourage students to meet with staff academic advisors in the Centre for Academic Advising and Student Success to review program requirements, academic policies and procedures and obtain referrals to other on-campus student services.

When discussing the possibility of dropping courses with full-time students on student loan, it is extremely important that faculty, lab instructors, librarians, and staff advise students not to drop below full-time status (1.5 credits per semester or 1.0 credits if registered with Accessibility Services) without speaking to Financial Aid, as this action could place their loan in jeopardy.

Financial Aid can be reached at 902 457 6351 or [financial.aid@msvu.ca.](mailto:financial.aid@msvu.ca)

Education

Academic advising for B.Ed. students is the responsibility of the Director of Teacher Education, the B.Ed. Coordinator and support staff in the Faculty of Education Office.

MSVU students who are seeking admission to the B.Ed. program should consult the Academic Advisors in the Centre for Academic Advising and Student Success in Seton 303.

Graduate Programs

Students in graduate programs are assigned a faculty advisor. Graduate Students can also consult the Director of Graduate Education.

Right Start Program – A Single Referral Is All It Takes!

The Right Start program is an early alert program designed to help undergraduate students who may be struggling in their courses. Faculty members are encouraged to review student performance within the first six to eight weeks of each semester to identify students who may be experiencing academic difficulty. Often, if a student is experiencing difficulty in one course, they also have trouble in others. If just one faculty member submits a referral for a student, it may help that student in all of their courses.

Some examples of how faculty can make this evaluation are class attendance, grades, test performance, completion of assignments, participation, and quality of oral and written work. It is always best to speak with the student before submitting a referral. This will allow faculty to determine if the challenges the student is facing are related to the course material, which can be supported during office hours, or whether a referral would be more suitable.

Faculty members can refer students by submitting an online referral via the [Intranet Right Start page](#) (msvu.ca/rightstart). Academic advisors in the Centre for Academic Advising and Student Success will connect with the students to help them get back on track.

Please contact Heather Maxwell at heather.maxwell@msvu.ca or 902-4578-6324 for more information about the Right Start Program.

The Teaching and Learning Centre

The Teaching and Learning Centre (TLC) is here for you! We provide teaching, course, and program support to faculty and academic departments. You can consult with us on a wide range of topics, including course design, teaching methods, assessment practices, incorporating technology, delivery strategies, classroom management, and more! We support innovative and inclusive teaching that builds on the University's strong academic programs and expertise and aligns with our University Strategic Plan.

We offer a range of services including:

- Individual consultations
- Teaching and learning workshops
- Course innovation support
- Online course development support
- Curriculum development support
- Quality assurance reviews
- Teaching dossier support
- Scholarship of Teaching and Learning (SoTL) support
- Resource/teaching tools development
- [Teaching and Learning Resource Repository](#) (TLC intranet)

TLC staff are always available to meet with you at your convenience (in-person or online). [Meet our Teaching and Learning Centre Staff](#) and request a consult!

Faculty Development

Faculty development includes professional development in areas related to teaching and learning. We develop teaching and learning programming using evidence-based approaches to support you in achieving your teaching and learning goals. We can help you, from refining your course outlines, responding to classroom management challenges, to building authentic assessments and incorporating education technology. We support course design and delivery in all of MSVU's delivery modes, including in-person and a variety of online options. Our goal is to provide you with customized and innovative best practices in areas including Universal Design for Learning (UDL), experiential learning, Indigenous-informed content, responding to Generative AI. If you identify an issue within or beyond the classroom that needs attention, let us know and we will work to find a solution together.

Online Course Development

Online course development is a [contracted process](#) that supports the development of accessible and inclusive online courses. Our team of instructional developers and designers offer pedagogical and technological support throughout this process. We support all of the University's online delivery modes including synchronous, asynchronous, multi-mode, hybrid and multi-access. Faculty members are supported with one-on-one consultation and resources on topics including high level

organization, development, alignment of course structure, Moodle site development, accessible content presentation, learning activity options, assessment design, integrated feedback, and more.

Curriculum Development & Quality Assurance

Curriculum development support is offered to assist faculty and departments with course and program design, renewal, and review. Support is available for external academic program review, curriculum mapping, addition/revision/removal of courses, delivery mode optimization, curriculum (new or modified) proposal development, curriculum analysis, learning outcomes development, constructive alignment, and curriculum presentation and dissemination.

Continuing Education

TLC also supports engagement in lifelong learning through continuing education. We offer short, non-credit programming to the larger MSVU community. To find out more, email microcredentials@msvu.ca and visit msvu.ca/microcredentials.

Library and Archives

The [Library and Archives](#) provides information resources and services to support teaching, learning, and research. Physically located in the E. Margaret Fulton (EMF) Centre, with student study rooms available throughout the McCain Centre, library resources and services are available in-person and online.

Library Cards & Faculty ID Cards

Your MSVU ID card serves as your library card and can be activated by visiting the Library Front Desk or by emailing [library@msvu.ca.](mailto:library@msvu.ca) ID cards should be updated annually in September. An up-to-date card enables you to borrow from MSVU's collection and all other Novanet institutions: Acadia University, Dalhousie University, NSCAD University, Saint Mary's University, University of King's College, Atlantic School of Theology, Cape Breton University, Saint Francis Xavier University, Université Sainte-Anne, the Nova Scotia Community College, and Mount Allison University. If you are unable to visit campus for a card, request one by filling out [our online MSVU ID request form](#).

Faculty members receive term loans on most items borrowed from MSVU and from other Novanet libraries. Borrowed items may be renewed up to three times in person or online using your Novanet account. You can [login to your library account](#) using your Mount e-mail credentials. For assistance with renewals, email library@msvu.ca or call 902-457-6250. Any loan may be subject to recall if requested for course readings. Print journals and reference material are normally non-circulating, but requests are always considered.

Books borrowed from other libraries are subject to the policies of the lending library. Faculty may return their loans to any Novanet library or Nova Scotia public library branch, thanks to the [Borrow Anywhere](#) [Return Anywhere (BARA)](#) program.

Searching Novanet and Article Databases

The Novanet catalogue indexes material across all university and community college collections in the province as well as Mount Allison University in New Brunswick. Access to Novanet is available via the [Library website'](#)s Novanet Libraries search box. Print and digital materials available from most academic libraries in Canada may be borrowed free of charge using the library's interlibrary loan or document delivery services. This includes digital articles, book chapters, news sources, etc. Most holdings, including e-journal subscriptions, are searchable using the Novanet search box. [Article databases](#) and [journal](#) [subscriptions](#) may also be accessed directly via the Library home page using the respective links. Faculty are invited to meet with a librarian to learn more about library resources to support teaching, learning, and research.

Library and Archives Areas

As members of the MSVU Faculty Association, [librarians and archivists](#) have various coordinating roles, including Collections, Data Services and Research Data Management, E-Learning, Academic Engagement, Library Research Services, Open Educational Resources, Records Management, Scholarly Publishing, Systems, and User Experience. Librarians work closely with Coordinators of

Acquisitions and Resources, Cataloguing, and Library Information Services to manage these areas. Librarians also work with students, individual faculty, and academic departments to provide in-person and online library/archives research assistance and course workshops.

Most librarians are also involved in teaching the credit course LIBR 2100: Library Research. The Manager of Library Operations and Library Technicians oversee the smooth operation of the library's frontline services in areas such as circulation and borrowing services, document delivery and interlibrary loan, course readings and media (reserves) support, accessibility services, and services for students at a distance.

Library Instruction

Librarians offer Library Research Workshops in person and online. These sessions highlight library resources and services designed to help students complete their research and assignments.

Individual and group appointments are also available for advice on defining topics, developing research strategies, and locating and using subject-specific sources.

Please visit the [Library Instruction and Research Readiness](#) page for more information

Recommendations for Purchase

Faculty members are encouraged to recommend material for purchase. Complete the [Library Materials](#) [Recommendation form,](#) or contact your subject librarian.

Course Readings & Media Services (Reserves)

The Library's Course Readings & Media (Reserves) team is available to assist with placing print or digital resources in the Reserves Collection or building online reading or media viewing lists in an accessible format via Moodle. The library strives to ensure students have equitable access to their course material. Note that any scanning or copying requests are subject to copyright and fair dealing guidelines. To avoid delays, faculty are asked to submit material well in advance of the beginning of each term.

Contact Course Readings & Media (Reserves) at reserves@msvu.ca or visit the [Course Readings & Media](#) [(Reserves) guide](#) for details.

Document Delivery & Interlibrary Loan

A reciprocal borrowing agreement with the Council of Atlantic Academic Libraries (CAAL) allows faculty, staff, and students to request materials from libraries across Canada free of charge. For further information, visit the [Document Delivery Guide](#) or contact the Document Delivery team at docdel@msvu.ca.

As a member of CAAL, MSVU encourages library co-operation and resource sharing. Faculty may obtain a [Canadian Reciprocal Borrowing Agreement (CURBA)](#) card which permits in-person borrowing at participating libraries across Canada. A 'return anywhere' policy is in place for the Atlantic region.

MSVU Archives and Special Collections

The Mount Archives collects and preserves the memory of the institution, including departmental files, faculty publications and student theses/dissertations. The Mount Archives also collects private records that support the research and programs of the university. The archives reading room can also accommodate small groups for hands-on learning with historical documents from the Mount Archives. For more information about archival resources for teaching or research visit the MSVU Archives Guide or email archives@msvu.ca.

The library offers access to various special collections including Lesbian Pulp Fiction, the Canadian Children's Book Collection, and the MacDonald Collection of rare books. Email library@msvu.ca or read more about the special collections.

Research Data Management

The library is equipped to support researchers with their obligations under the Tri-Agencies Research Data Management Policy. Grant-funded researchers may be required to submit data management plans and manage their data in such a way that it can be deposited in a recognized data repository. If you or your research team need guidance with research data management, you can consult with our Data Services Librarian. Access to Borealis Dataverse, an internationally recognized research data repository, is freely available to all members of the MSVU research community. See the Research & Data Services Research Guide for more information.

Scholarly Publishing

The library supports open access scholarly publishing; you can find the policy approved by Senate on Policy Central. The Mount E-Commons is an institutional repository which facilitates the collection, preservation, and open access to the Mount's scholarly outputs. If you want publishing support, including access to publishing discounts, alternative publishing options, depositing your work in the e-Commons, and advice on journal and book publishing, our Scholarly Publishing Librarian, can work with you. If you're interested in creating or adapting open textbooks, we offer Pressbooks software and support as part of a team on faculty development projects with the AtlanticOER initiative.

The Library also hosts and supports open access Open Journal Systems (OJS) software including the journal *Atlantis: Critical Studies in Gender, Culture, and Social Justice*. For more information on open access initiatives please contact the Scholarly Publishing Librarian.

Social Media

Social accounts include Facebook (@MountLibrary), Instagram (@msvulibrary) and YouTube (@MountLibrary).

Contact Information

For questions related to library and archives resources and services, please email library@msvu.ca.

For comments or feedback, feel free to reach out to Jeannie Bail, University Librarian, at jeannie.bail@msvu.ca

Our Librarians, Archivist and Library Operations Manager

<u>Jeannie Bail</u>: jeannie.bail@msvu.ca

- University Librarian
- Serves as Copyright Officer for the university
- Provides leadership for the MSVU Library & Archives, and oversight of its operations.

<u>Corinne Gilroy</u>: corinne.gilroy@msvu.ca

- Manager of Library Operations
- Coordinates Document Delivery / Interlibrary Loans
- Coordinates Reserves / Course Readings & Media
- Oversees front desk services, including all borrowing and lending programs

<u>Lindsey MacCallum</u>: lindsey.maccallum@msvu.ca

- Scholarly Publishing Librarian – support for creating, adapting, using, or finding open educational resources (OERs), scholarly publishing needs and support services, Mount e-Commons institutional repository
- Liaison for the Humanities
- Student research readiness support

<u>Stan Orlov</u>: stan.orlov@msvu.ca

- Systems Librarian – manages digital content, library databases, technology support for Open Journal Systems (OJS), the Mount E-Commons, the Open Education repository, off-campus access to Library resources.
- Liaison for Business Studies, Public Relations, Tourism & Hospitality, Communication Studies, Modern Languages
- Student research readiness support

<u>Denyse Rodrigues</u>: denyse.rodrigues@msvu.ca

- Academic Engagement Librarian – oversees Library Research Help and Instructional Services, develops and promotes library academic engagement programs and events, collaborates with departments for joint events
- Liaison for the Social Sciences
- Student research readiness support

<u>Alina Ruiz</u>: alina.ruiz@msvu.ca

- Archivist and Records Manager – preservation, access, and research services for archival and institutional records, conservation of special collections, university records management.

<u>Sandra Sawchuk</u>: sandra.sawchuk@msvu.ca

- Research Data & Assessment Librarian – research data management, finding and using data for research and teaching, library assessment and analytics, library's online presence
- Liaison for the Sciences
- Student research readiness support

Copyright Information

When considering teaching material, please note that copying must fall within the following categories:

Educational exceptions such as Fair Dealing

Fair dealing is a right of every citizen under the Canadian Copyright Act. Educational institutions and libraries have further exceptions to carry out practices on behalf of their students and patrons. Please refer to the current Fair Dealing Policy and guidelines in the Mount Copyright Guide.

Content available through the Library's licensed resources

The Mount subscribes to thousands of ejournals, ebooks, and streaming media titles. Linking to licensed content via Moodle rather than copying is encouraged. More information is available via the Copyright Guide under Websites & Links. If preferred, the Course Readings & Media (Reserves) team will create links and build reading lists on your behalf. Please fill out the Reserves request form to provide Library staff with access/permissions. Discover what licensed resources are available by consulting the Novanet Discovery search from the Library homepage or look through ebooks, journals, databases A-Z, or streaming media.

Resources in the Public Domain or licensed under Creative Commons

Copies can be made of any works in the public domain or have a Creative Commons license that allows copying. Public domain material can be provided to your students in class without hesitation as well as scanned and posted or hyperlinked in Moodle. There are many free-to-use, sharable, and adaptable open educational resources (OERs) that suit online instruction, including open textbooks, tutorials, and assignments. Relevant OERs, including links to OER repositories for additional searching, are listed in the Open Educational Resources Guide.

Resources requiring permission from the copyright holder

Some copying, digitizing, or online versions of material may require permissions or streaming rights from the copyright owner. The Library will seek permissions or secure streaming rights on behalf of faculty (and will also pay any fees, if necessary) for course-related material.

For further assistance in determining copyright categories and/or assistance with posting or linking to material in Moodle, contact the Library's Course Readings & Media (Reserves) team at reserves@msvu.ca.

Accessible Course Readings

The Mount is committed to environmental and accessible teaching practices. Most commercial publishers have accessibility features built into their online content. If course readings are only available in print and must be scanned for use in Moodle, please consider seeking assistance to ensure your readings are copyright compliant and in an accessible format. The Library is available to scan course materials and works with the Print Shop to assist with photographed or personally scanned readings. Review the Creating Intuitive Course Readings service brochure for details.

Course Material Websites

Some students use sites such as [Course Hero](#) to upload and share course materials. If you do not want your materials shared, the statement recommended to include on course syllabi is as follows:

> *The materials you receive and submit for this course are to be used for this course only. You do not have permission to upload the course materials you receive to any external websites. If you require further clarification, please consult directly with your professor.*

Theses & Dissertations

Mount theses/dissertations are published open access online. If you supervise grad students planning to use copyrighted material, please encourage them to consult [the Copyright Guide for information.](#)

Further questions about copyright in the classroom or for research purposes email copyright@msvu.ca.

Research Services

MSVU is committed to encouraging and supporting faculty research and scholarship. The Research Office (RESO) offers a variety of support services to faculty members. The office emphasizes the place of research and scholarship in the development of a successful and satisfying academic career. To assist with this, we provide the following services:

- Consultations about the ways and means to launch and support research activity
- Mentorship and customized guidance on developing grant writing skills
- Grant proposal "how to" advice and tips
- Information on internal grants competitions and awards, including the New Scholars Grant
- Regular e-mail bulletins on funding competitions, general information, and deadlines
- Assistance with the coordination and development of major infrastructure, collaborative, large-scale research program proposals
- Co-ordination and liaison with the RESO and University Relations on communication of research activities
- Co-ordination with the Mount Library on supporting scholarly communications and publishing
- Co-ordination with Industry Liaison Office to support research-industry partnerships
- Personal or group consultation and guidance on research ethics certification/clearance provisions and other research compliance requirements
- Assistance with building research teams and collaborations when opportunities arise

The Research Office website contains information on the responsible conduct of research, internal grants policies, grant applications, Research Ethics Board (UREB) policies and procedures, report forms, general information and announcements. Additionally, please review the Research and Special Projects Handbook for information and guidelines relating to the financial procedures for research and special project accounts at MSVU.

Policy Statement on Research

Research may be defined as an inquiry or investigation, which requires prolonged and careful study of actual conditions or of primary or secondary sources of information for the sake of developing perspectives, creating knowledge, gaining insights, developing generalizations, informing policy or practice, or otherwise making a difference in the lives of individuals and communities.

In an institution that includes many widely different disciplines, pure or applied research may take a variety of different forms. It may be historical, descriptive, theoretical, experimental, arts-based, analytical, evolutional, or developmental. It may reflect a broad spectrum of methodological and theoretical traditions. It may be based in the laboratory, library, field, community, practice, or studio.

In some cases, researchers communicate findings to others who are interested in the same issues and problems and who can build on research results. Research, therefore, naturally leads to publication in scholarly journals or books, and to presentations to academic colloquia and conferences. This form of communication requires that scholars carry their projects through to

completion, that they express their results definitively and clearly and that their work is considered significant by reputable scholars in the field.

In other cases, researchers aim to communicate findings to those outside academic and research circles including decision makers and the general public. For these purposes, the communication and "publication" of research might take different forms and be presented in different venues to enhance understanding and engagement.

Place of Research in the University

It is generally agreed that the major functions of a university are the pursuit of knowledge through teaching, research and scholarly activity and the preservation of knowledge through its role as repository and trustee of our cultural heritage.

These functions are clearly intertwined. Good teaching relies on faculty engagement with research and scholarly activity. Research not only complements teaching; it is an integral part of good teaching at the university level. For these reasons, the University encourages its faculty to engage in research and supports them in their research efforts insofar as its resources permit.

Strategic Research Plan

MSVU's [Strategic Research Plan (2023-2028)](#) provides an overview of the rich and diverse research and scholarly activities that define the Mount's research community, while also articulating a research direction and agenda for the next five years.

Research and Academic Freedom

Research can only thrive in a climate of academic freedom. The University, therefore, recognizes the necessity for academic freedom and guarantees it to its faculty members in fulfillment of their teaching and research duties. This principle will in no way be compromised.

Responsible Conduct of Research

The Mount is committed to excellence in research and education, expressing the highest standards of research and scholarly integrity, as outlined in the Senate policy, titled [Policy on Responsible Conduct of Research](#) As such, the Mount expects all members of the University community to comport themselves with respect to the highest standards of behaviour in the conduct of research and scholarship.

Research Ethics and Compliance

All research that involves human participants and/or their data requires review and clearance by the University Research Ethics Board (UREB) before the research is initiated. University procedures for this review are outlined in the following Senate policies:

- [Research Ethics Policy for Research Involving Human Participants](#)
- [Research Ethics Compliance](#)

The UREB has developed several forms, procedural documents and guidelines to assist researchers with the research ethics process. These documents are posted on-line at http://www.msvu.ca/ethics.

General email for research ethics, animal care and compliance: ethics@msvu.ca

MSVU provides animal care protocol review through a Joint Animal Care Committee with Saint Mary's University - Animal Care – Mount Saint Vincent University (msvu.ca)

Conflict of Interest Policy

Guidelines for researchers regarding conflict of interest can be found in the University Conflict of Interest Guidelines for Researchers.

Internal Grants

Recognizing that research and scholarly activity are vital functions at MSVU, the University sets aside funding in the budget each year to support research. These funds, along with monies granted to the University to support research by the Social Sciences and Humanities Council of Canada (SSHRC) and the Natural Sciences and Engineering Research Council of Canada (NSERC), are awarded based on recommendations from the Committee on Research and Publications (CRP). The CRP makes recommendations after reviewing faculty applications to internal grant competitions, which are held multiple times throughout each year.

Full-time faculty members are eligible to apply for internal grants. A part-time faculty member may be named as a collaborator on a grant whose principal investigator is a full-time faculty member. A grant may be held only during the period in which the successful applicant is employed by Mount Saint Vincent University. Further details on the Internal Grants Program, including relevant details, are available at: Internal Grants (msvu.ca)

Contact Information

Research Office: research@msvu.ca, EVAR 223 and EVAR 234
Research Ethics and Compliance: ethics@msvu.ca, EVAR 238
Research Communications: research.comms@msvu.ca

The Office of Student Experience

Accessibility Services (EMF 108)

In compliance with the Senate [Policy for Accommodating Students with Disabilities](#) and the Nova Scotia Human Rights Act, the University is dedicated to the removal and prevention of barriers in the academic environment for students with disabilities to ensure they have equitable access to opportunities for learning, while maintaining the academic standards of the University. A student with a disability must register with Accessibility Services prior to receiving accommodations.

For more information, please visit the [Accessibility Services website](#).

Athletics and Recreation (ROS 227)

The Athletics and Recreation Department is committed to providing opportunities and programs for students, staff and faculty which will encourage active and healthy living. [The Mount Fitness Centre,](#) located in the Rosaria Student Centre, is open seven days a week and offers a discounted All-Access Membership rate to all faculty and staff.

The All-Access Membership is $160 + HST per year and includes access to the weight and conditioning centre, gymnasium, [15+ group fitness classes per week](#), and locker rooms. During the month of September, we are pleased to offer a flexible payment plan through payroll deduction.

With an All-Access membership, faculty and staff receive a discounted rate on a variety of [recreation & wellness programs](#). In addition, family members (18 years and older) are eligible for a 10% family discount on a variety of community membership options. The Mount Fitness Centre also offers a comprehensive PD and summer day camp programs for children in primary to grade six, and a variety of sport camps throughout the year.

Complete details are available on the [Mount Fitness Centre website](#) or call 902 457 6420.

Black Student Support Office (SAC 314)

At Mount Saint Vincent University, we want students to always feel connected and comfortable. While our overall campus atmosphere is already welcoming, friendly, and diverse, the Black Student Support Office aims to complement this atmosphere by connecting African Nova Scotian/Black students with individuals who share similar values, culture, background, and experiences.

Whether you are a Black/African Nova Scotian/Canadian or a Black/African international student, there will be culturally appropriate support to meet your needs at the Mount.

For more information, please visit the [Black Student Support Office website.](#) Connect with the Black Student Advisor, Randy Headley, by emailing blackstudentsupport@msvu.ca.

Career Services (MCC 304)

Our Career Services office supports Mount students in the following areas:

- Workshops on self-assessment, resume writing, interview skills and job search techniques
- Individual career counselling and resume critiques to currently registered students, by appointment
- Information regarding posted job opportunities and upcoming employer visits to campus
- Standardized career assessments are available for a fee (Strong Interest Inventory and Myers Briggs Type Indicator)
- Career fairs including the annual Halifax Universities Career Fair, Volunteer Fair, B.Ed. National/International Job Search, SHIFT Career Development, and Summer Job Fair. Confirmed event dates will be posted on the [Events & Workshop Materials page.](#)
- Recognition of involvement in co-curricular activities through the CCR (eligible activities include volunteer work, student societies, athletics, awards, professional development, global engagement and other leadership experiences). Visit the [CCR website](#) for further details.

Faculty may post employment opportunities for students directly online by creating an employer account on [Career Connects](#). The posting will appear on the site within 2 business days.

For more information on partnering with the Career Counselling and Experiential Education Coordinator for career-related activity specific to a discipline or a customized class presentation on a career-related topic, faculty should contact Kyla Friel at [kyla.friel@msvu.ca.](mailto:kyla.friel@msvu.ca)

Centre for Academic Advising and Student Success (SAC 303)

Please refer to page 15 for full details.

Counselling Services (EMF 141)

Counselling Services is available free of charge to all registered Mount students, both full-time and part- time. Services are strictly confidential. The counsellors offer individual help to students with academic, emotional, and/or social concerns. Counsellors offer individual sessions by appointment, as well as workshops, group programs, and in-class presentations. The counsellor and student will work together to focus on finding solutions, promoting positive change, and achieving student-led goals. Faculty, lab instructors, librarians and staff members are encouraged to suggest Counselling Services if they are concerned about a student who is displaying early warning signs of mental health distress. Review the page on [what to do if you're concerned about a student.](#)

Some possible early warning signs to watch for:

- A change in the students' behavior and/or appearance, e.g., more withdrawn, disheveled, boisterous
- Confusion, disorientation, erratic behaviour, e.g., comments in class that do not make sense, thoughts that are unrelated to the class discussion, trouble locating the classroom (even though the student has attended class throughout the semester in this classroom), etc.
- Increased emotionality, i.e., crying in class or in your office, angry outbursts, frustration, etc.
- Decline in academic performance.

How to refer a student to Counselling Services:

- Ask to speak to the student privately and express concern for them.
- Advise the student that there are free confidential counselling services available to them on campus.
- Help them make an appointment with a counsellor: call the office with their permission (extension 6567), email Counselling Services at counselling@msvu.ca and cc the student, or accompany them to the Student Services desk in EMF 108. Otherwise, provide the student with the contact information and website for Counselling Services to make an appointment or to access more information about the service.
- Same-day 30-minute appointments are available every day for students who may need access to counselling immediately and cannot wait for a 50-minute scheduled appointment. These 30- minute appointments can be booked by email, phone, or in person through the Counselling Services front desk.

Faculty may also discuss concerns directly with a counsellor. During regular office hours, please call Counselling Services at x6567 and ask a counsellor to return your call when they are not in session or email counselling@msvu.ca to request to be put in contact with a counsellor. If it is an emergency and a counsellor is not available, you may also contact Health Services on campus at x6354. For more information, review our Guide to Identifying and Responding to Students in Distress.

If a crisis occurs with a student after hours, faculty should call Security at x6111 (emergency) or x6412 (non-emergency). If the crisis requires immediate attention, and Security cannot be contacted, the Mental Health Mobile Crisis Team can be reached at 902 429 8167 or call 911.

For more information, visit the Counselling Services website.

Health Services (2nd Floor Assisi)

Health Services is staffed by doctors, a nurse, and medical office administrators. Some of the medical services offered to students include physical examinations, first aid, screening for STIs, immunizations, medical referrals, and mental health. The Health Office can assist with questions about the Students' Union health insurance and the GuardMe health insurance. It is a student's Doctor's office away from home!

Appointments can be booked through Pomelo - instructions on how to register can be found on the Student Health Website. The Health Office is located in Assisi Hall second floor and open Monday through Friday. For more information, visit the Health Office Website.

Indigenous Student Centre, 46 Melody Drive

The Indigenous Student Centre strives to provide an opportunity to empower, encourage, and educate students of all nations in an environment rooted in Indigenous cultures and values. The ISC offers the opportunity for students to learn more about Indigenous culture while giving them a place to study and hang out. The Indigenous Student Support Advisor is available to offer academic or non-academic support. Academic Advising and the Writing Centre also offer appointments at the ISC.

Questions about the Indigenous student Centre can be directed to indigenousservice@msvu.ca or call 902 457 6228.

International Education Centre (Seton Annex 101)

The [International Education Centre](#) (IEC) supports international students with immigration and settlement matters including cultural adjustment. Services include:

- [New International Student Orientation](#): Airport pick-up and orientation sessions for new international and exchange students in September, January, and May.
- Workshops on unfamiliar issues such as landlord and roommate issues, income tax, insurance, cultural adjustment, Canadian workplace culture, etc.
- Advising and information on matters related to Canadian immigration including student authorizations, visitor visas, employment, health care, part time employment and more.
- Social events including trips, parties, games, leadership retreats and international celebrations.

The IEC also coordinates *international partnerships* including:

- Exchange programs in Austria, China, Sweden, Norway, the Netherlands, Switzerland, Ecuador, Denmark, France, South Korea, Spain, Mexico, Kenya, United Arab Emirates (UAE), and Estonia for any student who wants to study abroad.
- Manage articulation agreements and programs offered jointly with international partners.

One-on-One Academic and Writing Support is also provided for international students. In addition to assisting with grammar, listening, reading and speaking skills, we also work on improving sentence-level writing, such as grammar and punctuation, and navigating the transition to academic writing in a Canadian context.

For more information, email [international@msvu.ca.](mailto:international@msvu.ca)

Learning Strategist (SAC 346)

Whether it is managing time, getting organized, or preparing in advance to do well on an exam, students may contact the Learning Strategist to explore specific strategies and skills they may need to meet their academic goals. The Learning Strategist can make referrals and provide information about other student services on campus. MSVU's Learning Strategist services are available to any registered Mount student.

Appointments are available Monday to Friday and can be booked through the [Learning Strategist website.](#) Workshops covering a variety of topics are offered throughout the fall and winter terms.

For more information, email [learning.strategist@msvu.ca.](mailto:learning.strategist@msvu.ca)

Mount 101 (EV 201D)

Mount 101 is a transition program for all new undergraduate students (with the exception of B.Ed. students). The program provides students with information, tools, and approaches that they can use during their time as a student. It's an introduction to university in general and the Mount in

particular. All new undergraduate students (including transfer students) are enrolled in Mount 101. Once enrolled, students have access to the online program and a peer mentorship program (the Mount Mentors), both free for all students. Transfer students are enrolled in Mount 201, with similar content tailored for the transfer student experience.

→ Part I: Welcome to the Mount

Exploring the Mount is an introduction to MSVU and the support that is available to students.

Living the Undergrad Life provides students with tools and concepts (e.g. growth mindset) that can help them manage the transition to MSVU.

→ Part II: Preparing for Class

Digging into Study Skills and Active Learning discusses study techniques and highlights different approaches to studying across disciplines.

Levelling up Your Reading Skills provides students with strategies to manage their assigned readings and to read actively rather than passively.

→ Part III: Engaging in Research and Writing

Ramping up for Research is an introduction to research in the Mount Library, providing information about how to conduct research, engage with sources, and the importance of evaluating and using credible sources.

Boosting Your Writing Skills discusses writing across disciplines, different formats of writing assignments and focuses on the benefits of treating writing as a process.

The online program is meant to be a resource, but it is also a mandatory prerequisite to registration in the next academic year. To complete the program, students review the content and demonstrate their understanding in the six Check-in Challenges (one at the end of each section). They need to earn 7/10 on each Challenge to finish and can re-do them as many times as necessary. On average, each section takes 30-45 minutes to complete. There are deadlines incorporated into the program to help students spread that work out over the term. They are enrolled in Part 1 over the summer and then get access to Parts 2 and 3 in late August. They are encouraged to complete the program in their first semester, although they have until late February to complete the whole program.

For more information, visit the Mount 101 website or email mount101@msvu.ca.

Mount Mentors

A group of senior students who work together to reach out to all MSVU undergraduate and graduate students and provide them with support around campus. They are trained to be aware of MSVU services on campus and can refer as necessary (including recommendations to speak with professors or visit you during office hours). Every new student is assigned to a Mount Mentor team, and any new student can request an individual mentor.

For more information, email mount.mentor@msvu.ca or visit our website.

Residence Life (EV 201A)

The aim of the residence life program is to enhance classroom education by extending the academic experience into the living environment. This living/learning atmosphere forms an integral part of student development. For most students, residence truly becomes a new home-away-from-home, where they not only study, but also have supports during their transition to university, enhance their social development and independence as well as having the convenience of accessing campus services where they live.

In Assisi Hall, the Birches and Westwood, all rooms are fully furnished bedrooms with study areas and a meal plan. The Westwood apartments are fully-furnished 2- and 4-bedroom units with study areas in each bedroom, as well as common kitchen and living space with a minimal flexible meal plan. Laundry facilities are available for all accommodations.

All residence students are supported by highly trained RAs and Dons and there is a dedicated Academic & Community Resident Assistant (ACRA) who offers specialized academic and community-based programs and acts as an additional resource for students. The primary role of the ACRA is to supervise the Living Learning Communities – where students in similar programs choose to live together and have a focused living and learning experience with a resource faculty member for guidance and support. The ACRA also works towards strengthening academic partnerships within designated faculty areas, advising, Student Experience and the campus community.

More details on Residence Life and the meal plan can be found online or by contacting Residence Life in Evaristus 201A at residence@msvu.ca or 902 457 6356.

Writing Centre (EMF 203)

The tutor team at the Writing Centre supports students with scholarly, professional, or arts-based written work for undergraduate and graduate programs. This includes all stages of essay and research papers as well as slides, interview questions, creative projects, and grant or program applications. Science tutors are experienced in lab report and research writing in a range of disciplines, working with quantitative data, ethics issues, interview questions, and research poster presentation. The Writing Centre's core and most demanded service is a 1-to-1 booked session, online or on campus, during academic terms. In F/W these are offered days, evening, and weekends, along with weekly open-door drop-ins in 3 campus locations (F/W). The Writing Centre offers class visits and workshops by request and collaborates on writing initiatives across campus.

For current info, contact, and booking: msvu.ca/writing or email writing@msvu.ca

Contact Information

Dr. Keltie Jones, Associate Vice-President Student Experience
Evaristus 201E, x6384
Keltie.Jones@msvu.ca

Suzie Cleversey, Administrative Assistant
Office of Student Experience
EMF 108, x6567
Suzie.Cleversey@msvu.ca

Harassment and Discrimination

Mount Saint Vincent University is committed to providing and maintaining an environment that promotes the dignity of human beings. All students, faculty and staff have a responsibility for contributing to a community free from harassment and discrimination, including ensuring their own actions align with the expectations of the MSVU Anti-Harassment & Discrimination policy. This Policy prohibits harassment and discrimination and affirms that all members of the MSVU community have the right to participate in activities at MSVU without fear of discrimination or harassment.

This Policy applies to all members of the MSVU community, including current and former students, faculty, staff, contract workers, and visitors, and all are responsible for reading and understanding the Anti-Harassment and Discrimination Policy.

If you believe that you have been discriminated against or harassed in your employment, contact the H&D Advisor for a confidential consultation. If you have been accused of harassment or discrimination, you have the right to be treated fairly. All members of the Mount community have the right to consult with the Advisor's Office regarding concerns they may have about harassment or discrimination.

Reprisal or threat of reprisal against an individual who seeks consultation with the Advisor's Office or a complainant, respondent or witness in an informal or formal complaint under the Harassment & Discrimination Policy may be considered harassment and subject to the provisions of the Policy.

Contact Information
Harassment and Discrimination Advisor
902-457-6766
respect.advisor@msvu.ca

Occupational Health and Safety

Background

The Occupational Health and Safety Act became law in 1989 and was amended in 1996 following the Westray disaster. The Act provides a framework for improving health and safety for all Nova Scotians. Employers and employees are required to take responsible action to ensure the health and safety of all persons at or near the workplace, including complying with established health and safety policies, practices, and protocols while working at the University. Noncompliance can result in fines of up to $250,000 and/or jail terms of up to 2 years.

Employer Commitment

The safety of MSVU employees is always our first priority of the University. In fulfilling this commitment to Occupational Health & Safety, the University shall provide a safe work environment and shall provide protective equipment and related training to ensure employee safety. All faculty and staff will comply with the regulations, as set out in the Act, in the performance of their duties.

Who Is Responsible for OH&S

Everyone is responsible for health and safety under the Act in the areas they have power to control. This is known as the Internal Responsibility System.

Employee Rights Under the Act

- The right to know: employees are entitled to receive information on issues that affect your health and safety in the workplace.
- The right to refuse: employees have the right to refuse unsafe or unhealthy work.
- The right to participate: employees are entitled to participate on the OHS Committee, report unsafe conditions, and voice concerns or opinions on any issue that affects your health and safety or that of the workplace.

The Joint OH&S Committee

MSVU has a Joint OH&S Committee with representatives from employee groups. The Committee participates in the identification of safety hazards, workplace inspections and accident investigations, responds to complaints regarding workplace safety, advises on personal protective equipment, and advises on the OH&S Policy and Program. The Joint OH&S Committee meeting minutes are posted on the OH&S bulletin boards.

Health and Safety Policies

Information on the policies and procedures that relate to your particular work situation is available through the Safety Office and website. There are some policies which apply to all members of MSVU.

1. **Fire Safety:** MSVU has a comprehensive fire safety program. Everyone using University buildings is expected to observe normal fire safety practices and, on hearing a fire alarm, to vacate University buildings under the direction of emergency evacuation plan. A detailed emergency evacuation plan has been developed for each of the University's major buildings. To obtain a copy of the plan or to volunteer to be your building's fire warden, please ask at the Safety Office (Seton Annex 210). Open flames in University buildings are only allowed with approval of the Safety Office.

2. **Smoking:** MSVU is committed to maintaining and enhancing the cleanliness of indoor air to help create a healthy workplace for all employees and students. Smoking is not allowed within 10 meters of any building. Members of the University and visitors who wish to smoke, are asked to leave University property to do so. Those smoking in areas surrounding the University are asked to respect municipal by- laws and provincial legislation, be considerate of the rights of neighboring residents, businesses and institutions and not litter the sidewalks with cigarette butts.

3. **Speed Limits and Pedestrian Safety:** The maximum campus speed limit is 25 km/hour, unless otherwise posted. Please remember that pedestrian traffic is always a consideration on our campus and the low-speed limits are in place for the protection of both drivers and pedestrians.

   The motor vehicles must slow down or stop to allow pedestrians to cross the street when they are in a marked crosswalk or an unmarked crosswalk at or near an intersection. For safety reasons we suggest pedestrians be alert and use good judgment when crossing any street on campus. Try to make eye contact with the driver of the vehicle and always look both ways before stepping into the crosswalk. Do not assume that a vehicle can or will stop, even though you are at a designated crosswalk.

4. **Scents:** To protect members of the MSVU community who suffer from chemical sensitivities, MSVU encourages faculty, staff and students to refrain from using scented personal care products.

5. **Reporting Unsafe Situations and Accidents:** The Mount policy requires that students and members of staff and faculty report any unsafe situations. Reports of dangerous situations or accidents should be made, without delay, to the person's supervisor or:
   - Facilities Management: 902-457-6502
   - Safety Office: 902-457-6286
   - Security: 902-457-6111

6. **First Aid:** First aid services must be delivered by qualified first aid attendants. Primary first aid service at the Mount is rendered by Security personnel who hold an Emergency or Standard First Aid Certificate.
   - At the MSVU campus, several faculty, staff, and students are also appropriately qualified to render assistance when they are available.
   - Security must still be called as indicated in the procedure when another person assists.
   - The Mount campus is equipped with first aid kits in each building. There are 11 Automated External Defibrillators (AEDs) on the Mount Campus. The AED locations can be found under Campus Map of the MSVU SAFE app.

7. **Responding to Emergencies:** If you discover a fire or smell smoke:
   - Leave the area immediately, if possible, closing the door behind you;
   - Activate a pull station to sound the fire alarm. The alarm will automatically notify Security who will immediately call the Fire Department;
   - Evacuate the building to the nearest muster location following the directions of the building fire plan;
   - Remain at the muster location and await further instruction or all clear.
   - After the alarm has been sounded and only if you have been trained in the use of extinguishers, should you consider attempting to extinguish a small fire.

Other Emergencies

In the event of medical or other emergencies, call Security and follow the Campus/Department Emergency Response Plan. There are Emergency Phones available in each building and exterior locations of the campus. The phones are directly connected with our security personnel to which you can provide the location and description of the emergency situation.

Near Miss & Safety Reporting

A near miss Is a potential hazard or incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, or injury-free events.

A form has been developed that can be completed for any near miss incidents in the workplace, and appropriate action may be taken to reduce the risk of an incident occurring in the future. Additionally, this form can be completed to identify hazards, concerns, or suggestions.   The For can be found on the Safety Share point: Near Miss & Safety Concern Reporting Form

Contact Information

Several safe work practices and procedures have been developed as part of the OH&S Program on the MSVU campus. These and other OH&S documents are available on the Intranet, MSVU SAFE APP or by contacting the Safety Officer. Information on the Act and the OH&S Program at the Mount is available from:

Safety Officer
Dustin McGillivary
902-457-6286
dustin.mcgillivary1@msvu.ca

Information Technology and Services*

As of 2023-24. Updated information for 2025-26 was not available at the time of printing.

Information Technology and Services (IT&S) provides a wide range of services and assists all members of the university community in the use of information technology, voice and data communications, and audio-visual services.

Contact Information

All Computer, Audio Visual and Telephone questions or problems can be answered by the team of professionals at the Help Desk. To contact the help desk team:

- send an email with a question or issue to helpdesk@msvu.ca
- call during regular work hours to Local 6538 (902-457-6538 from off campus)
- Classroom Emergency Hotline: Local 6601 (902-457-6601 from a cellular phone)

Please dial Local 6601 (902-457-6601) for immediate assistance related to any equipment or software while teaching a class. There are phones located next to each elevator in the Seton building.

After Helpdesk Hours you may be forwarded to the Assisi switchboard (902-457-6788). If you are forwarded to Assisi, notify the operator that you need immediate AV support for a class in session.

Mount Computer Accounts

The Mount has multiple campus applications available for use. These systems each require a user account so that you can securely access the information. This section describes how to get user accounts for the various applications.

Email and Campus Network Access

The University network is accessible from any computer across campus. It provides access to data storage, print services, electronic mail and calendaring, internet and software such as Microsoft Office. In order to get a username for the network, the Chair or authorized individual for the department must fill out the online [Username Request form](#).

Forms are located on the Mount intranet site at the ["New to the Mount"](#) section of the intranet. Intranet→ Departments → IT&S → New to the Mount. Employment information MUST be in the Colleague system prior to a username being issued.

If IT&S receives the form as part of the hiring process a network account for a new faculty member may be already set up prior to arrival on campus.

Accessing your email from home:

All Mount employees are provided with an Outlook e-mail account. To access your email off campus, go to the myMount/Email page.

Online Learning and the Educational Technology Platform

Moodle is the Mount's Learning Management System that allows faculty to create and manage course content, host online discussions, administer quizzes and meet in real time with students. Moodle provides a place where students can access course content, submit assignments, complete activities, and communicate with their peers and their instructor. Blackboard Collaborate is our online classroom software. It provides a virtual space where faculty and students can meet in real-time, work in groups, chat, and learn together. Office 365 is a collection of apps and cloud services and the main apps used in course delivery are OneNote, Teams and Stream. To request support using any of the educational technologies in the platform, visit Online Learning Intranet site, Moodle or email online@msvu.ca.

WebAdvisor

WebAdvisor is a Web interface that allows employees to access information contained in the Mount's administrative database. A Mount username and password will allow access to WebAdvisor. A faculty member, lab instructor, or Librarian may obtain a Mount username through their Department Chair/Director, or University Librarian. WebAdvisor is also the system instructor must use to enter final grades online. For training and assistance with WebAdvisor, contact webadvisor@msvu.ca, or Sherman Keefe, Functional Analyst, Registrar's Office, at Local 6208. WebAdvisor can be accessed through the standalone web version, or through myMount. Please note for myMount use your Mount email address and password to access.

Intranet

The Mount Intranet is a secure site that contains information accessible only to Mount employees. It features an easily searchable document centre, departmental information and forms, staff directory and is a source for current Mount news, media releases and announcements. For more information, visit the Intranet at: intranet.msvu.ca. A Mount username and password will allow access to the Intranet.

LimeSurvey

LimeSurvey is a self-service survey tool available to University Departments and Researchers to use for creating online surveys. This product is similar to products like Fluid Survey and Survey Monkey, however the survey webpage and the data are housed here on Mount campus servers. For more information go to: https://www.msvu.ca/campus-life/campus-services/it-services/limesurvey/.

SharePoint

SharePoint is web-based platform for doing all sorts of collaboration, such as for committees or projects. It provides for the easy creation of secure websites suitable for the Mount community to share their documents, search for information, collaborate with colleagues, write blogs and collaborate on wikis, etc. A Mount username is required to access SharePoint. To request a SharePoint site, email infodesk@msvu.ca.

myMount

myMount is the Mount's portal, providing you with personalized access to a number of services, including: Office 365, WebAdvisor, Email, course registration and financial information.

Students also log into myMount to check their class schedule, register for classes, add and drop classes, view their account summary, view their grades, and more. Announcements for students are also posted on myMount. mymount.msvu.ca/students.

Computer Equipment

Full time faculty, lab instructors, and librarians are provided with a university issued computer. All campus computers are connected to shared network printers in convenient locations across campus. Part time faculty can access computers in the faculty resource centres on campus or in the library.

Standard Software

- Adobe Acrobat Reader
- Beyond 2020 Professional Browser
- Blackboard Collaborate
- Filezilla
- Google Chrome
- Java Platform, Standard Edition
- Java Web Start
- Microsoft EDGE
- Microsoft Office Professional (Access, Word, Excel, Publisher, PowerPoint) *
- Microsoft Project Professional
- Microsoft Visio Professional
- Microsoft Silverlight
- Microsoft Teams
- Microsoft Windows*
- Mozilla Firefox
- PotPlayer
- Trend Micro Antivirus protection*
- WinRAR

End user support is available by IT&S for this software.

The following specialized software applications are also available for faculty, lab instructors, or librarians requiring it for teaching or research:

- Food Processor SQL
- Gaussian & GaussView
- SAS
- Maple
- MAXQDA (in Seton 329 only)
- Minitab
- SPSS
- PASW Premium with AMOS

Wireless Access

The Mount offers wireless across campus. Use your MSVU email address and password to gain access. Additionally, you can make use of Eduroam, which allows you to use your MSVU credentials to gain access to the wireless at other Eduroam enabled institutions.

Academic and Administration Buildings

University computers are typically hardwired with high speed ethernet connections which are faster than WiFi connections.

Wireless internet access is available in all buildings. Wireless allows similar access to what you would have at home, but the VPN must be used to access network folders such as the S: or N: drive.

Classroom Technology and Support

All Mount classrooms are equipped with a standard multimedia system that includes a permanent networked computer, and an LCD projector. Detailed information about each classroom and how to use the equipment is available on MSVU's
Intranet.

Other Audio-visual equipment is requested by completing the Audio-Visual equipment requisition form. The AV department requires 2 business days' notice for all requests. Borrowers are expected to operate their own equipment, and simple instructions are available from AV staff. Training in the use of audio- visual equipment at the Mount can be provided on request by contacting the IT&S Help Desk at 902-457-6538 or Audio-Visual Services by contacting Greg Pretty at greg.pretty@msvu.ca

Equipment Security/Restrictions

Instructors are responsible for the security of AV equipment during a class or loan period. Equipment should not be left unattended or unsecured in hallways or unlocked classrooms. Rooms with permanently installed data projectors should remain locked until opened by the instructor using the classroom. At the end of class, the doors must be locked. A locked door is the best theft prevention.

Certain restrictions apply to the loan of equipment. Students wishing to borrow equipment for class use must have the appropriate instructor approval. The instructor should send an email to AV Services to validate the student request.

Long term loan of equipment for research is not possible. Those requiring such long-term use should include either the purchase or the rental price of such equipment in their grant proposal. A letter stating this policy is available for those who may be requested to provide one.

The DMZ: Digital Media Zone

The Digital Media Zone (DMZ) is open on the lower floor of EMF. Services include bookable space for video production, still photography and digital editing; equipment loans; and training for faculty, lab instructors, librarians, staff and students.

The DMZ operates weekdays only from 8:30 am to 4:30 pm, with evening access for classes and for others by appointment. The service counter is open Monday to Friday 11 am to 2 pm for equipment loans and returns, bookings and general assistance.

Questions about the DMz and its services can be directed to greg.pretty@msvu.ca

Anyone interested in learning more are invited to contact the DMZ at the service counter or via email to arrange an appointment.

How the DMZ can help:

- Lending Multimedia Equipment
- Multimedia Training/Advice
- Video Editing/Production

- Podcast Production
- Audio Recording/Editing
- Graphic Design Support/Assistance

Telephone System

All full-time faculty, lab instructors, and librarians are assigned a dedicated phone number which can be called directly from off campus or internally by dialing the last 4 digits of the telephone number. All Mount telephone numbers start with 902-457-xxxx, the last 4 digits representing your local extension.

Anypath is the Mount voice mail system and can be accessed any time of the day from any touch tone telephone. The Call Pilot User Guide may be accessed on MSVU's Intranet.

Members are authorized by their Chairs/Directors/University Librarian to make long-distance calls. The required departmental account code for long-distance calls from the Department Chair.

Purchasing Equipment

Any additional equipment requirements should be directed to the Departmental Chair/Director/University Librarian. Some equipment may also be purchased directly from Departmental Budgets and Research Grants. It is important for IT&S to assist with hardware and software purchases so that:

- All hardware purchased will be compliant with the most current Mount hardware standards to provide maximum cost savings and ease of support.
- IT&S will recommend software that runs efficiently on recommended hardware and that integrates with current software in use at the Mount in order to provide maximum cost savings and ease of support.

When specifying equipment to be purchased from departmental budgets or from research funding, employees are required to:

- Consult with Christine Schumacher, IT&S Project Coordinator (Local 6121) to discuss your equipment needs. The IT&S team will assist you in determining the equipment that will best match your needs and can be supported by IT&S.
- Complete a Mount purchase requisition form. Online Purchase requisition forms are available to Departments from Procurement Services. The requisition must include a budget account number and the signature of the appropriate budgetary manager.
- Send the completed form to Christine Schumacher to process through to Procurement. This is required to ensure that IT&S approves of the purchase and have been consulted before placing the order.

All new computer equipment is received by IT&S and is deployed by the IT&S Client Services team as soon as possible after its arrival on campus.

Note: It is generally the exception to purchase technology equipment from departmental funds. This process is intended to deal with research grant money and also for equipment a member is willing to purchase themselves with their Professional Development allowance or with departmental funds with Departmental Chair/Director approval.

Conference and Meeting Services

All arrangements for conferences and meetings are handled through Conference Services. If bookings for the area requested are administered by a department other than Conference Services, approval must be obtained from that department before the booking can be confirmed.

Classrooms and Seminar Rooms

For booking inquiries, please contact Conferences Services directly at x6355 or x6364. A Conference Requisition Form must be completed and sent to Conference Services in order to advise all appropriate departments on the booking.

Bookings for computer labs, other than computer classes, should also be made through Conference Services.

All bookings outside of the timetable must be requested through Conference Services.

Please note, requests for timetable changes are processed through the Registrar's Office.

Classroom and casual bookings can change quickly. To avoid inconvenience, please call before using a room, otherwise you may be asked to leave to accommodate the confirmed booking.

Classroom Configuration

If you make significant changes to the set-up of your classroom(s), please return it to the original set up for the classes following.

The Faculty Lounge

The Faculty Lounge is located on the 4th floor of Seton and is divided into two rooms, Seton 407 and Seton 409. Seton 409 is reserved for faculty use only from September to April and can only be reserved if the event is open to all faculty members or that faculty can still access the kitchen. Confirmation of this space must be obtained from the Faculty Association at admin@msvufa.ca Seton 407 is available for other general bookings through Conference Services.

Food Service and Catering

The catering menu and other food services information can be found online at Chartwell's Dine On Campus. A requisition for catering must be forwarded to the Conference Services for any on-campus catering needs at least seven working days prior to the event using the Conference Requisition Form.

Please note spaces must be reserved via phone or email prior to sending the form.

Contact Information

Booking and general catering inquiries: x6355 (patricia.drake@msvu.ca) or x6364 (jill.hurlbert@msvu.ca).

Detailed catering inquiries: Catering Manager at catering@msvu.ca.

The Mount Bookstore

The Mount Bookstore, located in Rosaria Centre, is the University's outlet for textbooks, school and office supplies, clothing, gift items and Mount gear. During the regular academic year, the hours are Monday to Friday, 9:00 am – 5:00 pm. The store is also open extra hours at the beginning of each term and these hours will be posted on the Bookstore's Facebook and Instagram pages. Departmental gifts and office supplies can also be charged through the store.

Ordering Textbooks

Each instructor is responsible for submitting a "Textbook Requisition Form" for each text required for their course(s). Instructors can call the Bookstore at 902-457-6422 if an acknowledgement of the online order is not received within a reasonable time period.

Please include as much accurate information as possible on the requisition form. The correct ISBN of the book you are requesting is an essential detail to provide. All shelf cards, book lists, etc. are compiled from the information given on these forms. Please also fill out this form or email the bookstore at bookstore@msvu.ca if you do NOT require a textbook for your course.

If the same book is being used in two courses, one starting in September and one starting in January, two orders must be submitted, as the Bookstore's limited space cannot accommodate the full year's texts at one time.

The 'number of copies required' box should be the best estimate of the number of books required, not just the course enrolment cap. The Bookstore will subtract from this number any copies it has on hand before placing the order. Even if there are enough copies available in the Bookstore, a requisition is required (again for the book lists, and to ensure that the books are not returned to the publisher).

The Bookstore has the option of charging Departments for any unsold copies of non-returnable materials. The Bookstore will inform instructors prior to placing an order if a text is non-returnable. The Bookstore makes every effort to dispose of non-returnable books without incurring a loss for the University.

The deadlines for ordering are as follows:

- September Session: May 31
- January Session: October 31
- Summer Sessions: February 28

If there is a shortage of textbooks, the instructor is responsible for advising the Bookstore of how many more books are required. A second requisition is not required, just a phone call or email. The Bookstore will try to fill these orders as soon as possible. However, any special handling requests for late orders or reorders, such as air freight, will be charged to the ordering department's budget.

Instructors are required to obtain their own desk copies. Publishers will not send these to the Bookstore. If the names and/or addresses of the various publishers are required, the Bookstore staff will be happy to assist.

Contact Information

Bookstore Main Line: 902-457-6157
Bookstore Manager: 902-457-6422

Mount Print Shop

The Print Team at the Mount Print Shop has been serving the Mount Community for over 50 years. With decades of experience at our disposal, we work with the unique members who make up our community to provide individualized services and products to match their needs.

Course and Supplemental Material: Please submit all requests for print, design, stationery, and supplies to the Print Shop using the Online Order Forms found at msvu.ca/printshop. Requests should be submitted at least 3 business days in advance of needing the finished product. Completed orders are delivered directly to mailboxes, unless otherwise requested.

Photocopy Cards: Photocopier cards are available upon request from the Print Shop, Seton Room 315.

Multiple Choice Test Grading: Optical Grading is available through the Print Shop. Deliver your filled scanner sheets and a clearly labeled answer key template to the Print Team. Results are available via email within 2 business days of receipt of the tests. Original documents are returned via internal mail directly to instructors. Any instructor submitting tests for grading outside of normal operating hours, should place the scanner sheets into an envelope and slide it under the Print Room door for receipt the following morning.

Research: The Mount Print Shop provides highly confidential services in the development and production of research materials. Surveys, forms, and promotional content can all be secured through the Shop.

      Digitization of research data for archival purposes is also available with secure data transfers and accountability from start to finish.

Conference Production: The Print Team coordinates with both internal and external conference organizers to develop and execute the print production plan for their event. The Mount Print Shop produces a wide range of materials for conferences and events from programs, agendas, and registration forms to name tags, photo booth props and banners.

Departments and Institutes: The Print Team works with department liaisons to develop print and web materials for use by departments whether promoting courses or hosting events. The Print Team also offers fulfillment and lettershop services to our in-house community members

The Print Team follows all University copying guidelines when reproducing copyrighted material. If you have any questions regarding the fair use of any materials, please contact the Print Shop or Library.

All members of the Mount community may use the Print Shop for any print and publication needs.

Contact Information

For more information, visit msvu.ca/printshop or contact the Print Shop directly at 457-6135 or print.shop@msvu.ca.

Procurement Services

The purchase of all goods and services must be made through Procurement Services to ensure adherence to standing offer agreements, applicable trade agreements, and procurement policy. To initiate the purchase of goods or services, a purchase order requisition must be created and signed by the person authorized to sign for the account. Once completed, please email with the appropriate approval (inserted signatures or email approvals are fine) to procurement.services@msvu.ca for processing.

University Relations

University Relations encompasses Communications and Marketing, Advancement and Alumni Relations; working together to advance the University's vision, mission, values and strategic priorities. We are committed to working collaboratively with the campus community to provide counsel on areas within our portfolios, as well as seek input on how we can best serve MSVU and our community.

Communications and Marketing

Communications and Marketing is responsible for advancing MSVU's strategic priorities by telling the story of MSVU, its people and programs, and impact. We seek to increase the profile of MSVU through collaboration with campus partners, as well as strategically build and manage the MSVU brand. We work to develop and implement communications and marketing strategies, which include media relations, storytelling, government relations, advertising, social media and online communications, internal communications and more. We also lead crisis communications and advise on issues management.

Need help getting your message out? University Relations will work with you to determine a strategic approach to meet your communications and marketing needs, based on your goals and objectives, your audiences, collateral requirements, budget and more. Advanced planning is critical to designing and implementing effective communications strategies. To request communications support, **please contact us at least two to four weeks in advance** of your event or project launch date. Communications requests can be made via the Communications and Marketing request form https://forms.office.com/r/UBbgjku9B8

Advancement and Alumni Relations

Advancement and Alumni Relations provides leadership in the areas of fundraising, donor and supporter stewardship, and alumni engagement. In collaboration with the Mount Saint Vincent Alumnae Association, we engage our alumni through a variety of communications, events, volunteer opportunities, affinity programs, group benefits and recognition programs. We also encourage and obtain philanthropic support for the University andbuild relationships not only with our community of alumni, but also with other individuals, private businesses and foundations. Our initiatives encompass annual giving, planned giving, major gifts, recognition and related communications.

Please be in touch! Members of the MSVU community play an important role in identifying student needs, supporting the University's fundraising efforts by presenting opportunities to potential donors and supporters, and connecting with grads. We want to hear about your programs and initiatives and how we can collaborate to support your work.

Online

Leveraging online channels is cost-effective, flexible and offers a wide range of options in support of your goals. Messages can be shared in the following ways:
- MSVU.ca – As MSVU's primary online presence, our website allows us to share information with a variety of internal and external audiences. While Communications & Marketing

provides website oversight and maintains content for many sections, departmental Web Liaisons oversee various sections of the site. Stories are also regularly selected for feature in the news section of the website (and on the homepage).

- Event Calendar – A place to share MSVU events of all kinds and a repository that is visible to both external and internal audiences. The calendar lives on MSVU's external website (msvu.ca).Your web liaison can help you post to the event calendar. For help in identifying your web liaison, please visit the IT&S page on the intranet.
- Intranet for staff and faculty: Mount News – Via the Mount News section of the MSVU Intranet, members of the MSVU community can share posts with all faculty and staff. There is a submission form available on the intranet. Mount News helps the community mark milestones, promote events, and stay informed about happenings across campus. A newsletter is sent weekly to faculty and staff that includes all intranet posts.
- myMount student portal – Just as the intranet offers information for faculty and staff, myMount is an online news source accessible only by the student community. Via myMount, students can access registration, webmail, class schedules, news and announcements, and more. If you would like an announcement added to myMount please contact communications@msvu.ca
- Social Media – Has become a primary method of sharing information both internally and externally. In addition to sharing information through MSVU's social media channels (Facebook, Instagram, X (Twitter), YouTube and Flickr), the team can provide counsel on how to effectively set up and manage an online presence in support of your department or project. Operators of departmental or program-specific accounts can register to be part of the social media hub. View the list of MSVU social media accounts here and MSVU's photos on Flickr here.

Media Relations

Mainstream media offer powerful opportunities to tell MSVU's stories – be it student successes, research highlights, etc. – and share faculty expertise. Media coverage contributes to the overall profile of MSVU, and the team works to ensure that members of the MSVU community are well-represented.

Communications & Marketing has established a network of media contacts to engage when a story surfaces and will work to leverage these relationships to build public interest. Based on how an individual story fits into the broader university calendar and strategic goals, they will work to find the best angle for media interest and will also help to develop a strategy and timeline towards securing media involvement. The team will help determine the key spokespeople and coordinate subsequent media requests.

While they work to tell MSVU's own stories, the team also often assists the media as they look for subject matter experts for topics being covered in the news. The team identifies and responds to opportunities for staff and faculty to speak as an expert on topics that showcase the skills and knowledge of the MSVU community. You may be contacted by a member of the team as media requests (often with tight news cycle-driven timelines) are received that could fit within your area of expertise. Interested faculty members should indicate their interest in sharing their expertise via media interviews with Gillian.Batten@msvu.ca. If you receive a call from the media directly, please let the team know by contacting Gillian who will be happy to support you.

The team also offers group and individual media training sessions to maximize interviewee comfort and effectiveness.

Marketing and Advertising

As the office that manages and maintains the University's brand and official Visual Identity Guidelines, the Communications & Marketing team consults with members of the MSVU community to provide insight, assistance and recommendations when it comes to marketing and advertising. When a program, event, or special project has additional funds for custom marketing or advertising initiatives, the team is able to recommend an approach to reach target audiences while still adhering to an established budget.

- All MSVU marketing materials (whether on or off campus) are required to follow the University's [Visual Identity Guidelines](). All guidelines are available for download on the University Relations Intranet page, where you can also find templates, frequently requested images and photo, video & testimonial release forms. When it comes to custom design requests, there are several options for members of the MSVU community:
    - Many faculties and departments across campus have knowledge and capacity to use desktop publishing programs such as Microsoft Word, Publisher and PowerPoint, Adobe Creative or Canva. In this scenario, the office provides feedback and signoff and keeps an electronic copy for future reference.
    - The office has worked to develop a number of templates for use across campus, all available for download via the [Document Centre of the Intranet]() or through collaboration with the Print Shop.

    If material requires external graphic design services, the office would be happy to provide guidance in selecting a designer.