

GPA of 2.0 in the required 3.0 units and must meet any specified requirements for the minor.

Students in other professional degree programs may complete a minor in accounting, finance, management, marketing, nonprofit leadership, strategic human resource management or tourism and hospitality management from the Department of Business Administration and Tourism and Hospitality Management as per the calendar requirements for those minors.

► **Accounting minor**

- ❑ BUSI 2221, 2222, 3320 and 3325
- ❑ and the remaining 1.0 unit from BUSI 3324, 3326, 3343, 4415, 4423, 4424, 4425, 4426, 4427, 4428, 4465

► **Finance minor**

- ❑ BUSI 3360 and 3361
- ❑ 2.0 units selected from BUSI 2060, 2263, 3324, 4461, 4464, 4465, 4466, ECON 2311, ECON 3305

► **Management minor**

- ❑ BUSI 2214 and 2215
- ❑ 2.0 units of management electives, 1.0 unit of which must be at the 3000 level or above (see listing in concentration)

► **Marketing minor**

- ❑ BUSI 2230, 2231 and 3331
- ❑ 1.5 units of marketing electives (see listing in concentration)

► **Nonprofit Leadership minor**

- ❑ BUSI 2601, 3338, 3602, 3603, 3604
- ❑ 0.5 unit selected from the following electives: POLS 1101/CANA 1101, POLS 2203, POLS 2205, POLS 2244, SOAN 2530, SOAN 2531, COMM 2211/PBRL 2211, COMM 3025, COMM 3102, WOMS 1110, WOMS 4406/BUSI 4406

► **Strategic Human Resource Management minor**

- ❑ BUSI 2214, 2215, 3313 and 3314
- ❑ 1.0 unit selected from BUSI 3316, 4406, 4412, 4413, 4417, 4418, 4419, ECON 2204

► **Tourism and Hospitality Management minor**

- ❑ THMT 1101, 1116 and 2221
- ❑ THMT 2205 or THMT 2244
- ❑ 0.5 unit of THMT elective
- ❑ 0.5 unit of THMT elective at the 3000 level or above

Business Minor

Students completing a BA or BSc can complete a Business Minor. To obtain a Business Minor, students must fulfill the following requirements:

- ❑ BUSI 1112
- ❑ 2.5 units of BUSI courses*

*Any five courses with a BUSI prefix; all current prerequisites for these courses must be met.

Co-operative Education Option

Mount Saint Vincent University offers a 23.0 unit degree in business administration with the co-operative education option. The Bachelor of Business Administration (Co-operative Education) degree is accredited by the Canadian Association for Co-operative Education (CAFCE). Students complete all required coursework for the Bachelor of Business Administration and in addition must complete BUSI 1188, 2288 and 3388.

Co-operative education option involves a sequencing of normal academic terms and three four-month co-op terms. Students complete the normal academic sequence for their first 7.5 - 10.0 units of study. For the remainder of the program, co-op terms and academic terms alternate. Co-op students usually graduate one term later than traditional students. The following schedule depicts the typical Bachelor of Business Administration Co-operative Education program.

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Free
2	Academic Term 3	Academic Term 4	Co-op Term 1
3	Academic Term 5	Co-op Term 2	Academic Term 6
4	Co-op Term 3	Academic Term 7	Academic Term 8

By integrating academic study with three co-op terms, students will have an opportunity to determine career goals; gain practical knowledge and experience; develop confidence, maturity and human relations skills; apply academic material to practical working situations; generate employment contacts and provide financial assistance to meet educational expenses.

Co-op terms are available in the areas of accounting, management, and marketing. Students must satisfactorily complete the three co-op terms in order to receive the Bachelor of Business Administration (Co-operative Education) degree. Students completing fewer than three co-op terms and completing the academic requirements for the Bachelor of Business Administration degree will receive a Bachelor of Business Administration degree with transcript notation of their completed co-op terms.

Program Standards:

Before the first co-op work term, students must meet these prerequisites:

1. a 2.0 CGPA at the end of the academic term prior to the job search process*
2. normally completion of 10.0 units
3. successful completion of BUSI 2214, BUSI 2221, BUSI 2230, and ECON 1101

*Students who do not meet the 2.0 CGPA requirements for co-operative education but have more than 7.5 units of transfer credits, or grades from courses completed more than five years ago, may request an individual review of their transcripts by the department Chair who may approve admission.

Once you have accepted a co-op term, there are three possible grades for co-op terms:

P Pass. Student continues academic study.

Public Relations (PBRL)

Bachelor of Public Relations

The Public Relations Program is designed to answer the need for university-educated public relations professionals in Canada. Students receive instruction in a variety of liberal arts subjects, communication techniques, public relations theories, practices and management. Graduates are qualified to take up positions in public relations, public affairs and information services in business, government, media, educational and non-profit institutions and consulting firms. Selected courses are available and delivered online.

All students must seek academic advising once admitted to the program. The Department of Communication Studies has a prescribed sequence of courses that must be followed.

Note: Students enrolled in the Bachelor of Public Relations prior to September 2001 should consult with the department regarding the requirements for completion of their program.

Admission Requirements

Please refer to 2.1.4 Admission Requirements on page 18 and 2.1.6 Additional Admission Requirements on page 21. Enrolment in this program is limited and selection is based on suitable academic background and achievement.

Transfer Requirements

Please review section 2.1.4.4 Admission Requirements for Transfer Applicants on page 20.

Special Studies

Students may count a maximum of 4.0 units of directed/independent/research studies courses in a 23.0 unit degree, with no more than 2.0 units in any single discipline.

Course Failure

if a student fails a Public Relations course twice, she or he will be dismissed from the Public Relations program.

Program Requirements

The Bachelor of Public Relations (Co-operative Education) program is designed as a full-time study program. Co-operative education requires a student to be enrolled full-time before and after each co-op term. Full-time enrolment is defined as 1.5 units per term. A student who commences the program on a part-time basis must be prepared to enrol full-time (1.5 units per term) the term prior to her/his first co-op term and must complete the program as a full-time student. Students are expected to maintain a portfolio of work completed during the public relations degree program.

Students must successfully complete 23.0 units with the following requirements:

- three compulsory co-op terms
- obtain a minimum GPA of 2.0 in 8.0 units of required coursework including all required PBRL courses
Note: Co-operative education work term courses (PBRL 1188, 2288 and 3388) cannot be counted in the calculation of the GPA
- meet all requirements for the co-operative education program

- students may complete a minor consisting of 3.0 units as specified by the department offering the minor. Students must achieve a minimum GPA of 2.0 in the required 3.0 units

Required Courses (13.5 units)

- BUSI 1112 0.5 unit
- BUSI 2230 0.5 unit
- COMM 3017 0.5 unit
- COMM 3022 0.5 unit
- MATH 2208 0.5 unit
- PBRL 1010 0.5 unit
- PBRL 1188 1.0 unit
- PBRL 2012 0.5 unit
- PBRL 2013/COMM 2013 0.5 unit
- PBRL 2014 0.5 unit
- PBRL 2015 0.5 unit
- PBRL 2211/COMM 2211 0.5 unit
- PBRL 2288 1.0 unit
- PBRL 3012 0.5 unit
- PBRL 3013/COMM 3013 0.5 unit
- PBRL 3014 0.5 unit
- PBRL 3016 0.5 unit
- PBRL 3020 0.5 unit
- PBRL 3388 1.0 unit
- PBRL 4014 0.5 unit
- PBRL 4015 0.5 unit
- PBRL 4019 0.5 unit
- PBRL 4101 0.5 unit
- PBRL 4107 0.5 unit

- 0.5 unit of WOMS 0.5 unit
(Women's Studies or Women's Emphasis course)
- 0.5 unit of ENGL at the 1000 level or above 0.5 unit

- 8.5 units of electives 8.5 units
 - at least 3.0 units of these 8.5 units must be taken at the 3000 level or above
 - at least 4.0 units of these 8.5 units must be taken from courses within Arts and Sciences

Co-operative Education

Mount Saint Vincent University offers a 23.0 unit Bachelor of Public Relations degree with compulsory co-operative education. The Bachelor of Public Relations (Co-operative Education) degree is accredited by the Canadian Association for Co-operative Education (CAFCE).

Co-operative education is a process in which employers and educators co-operate in the education of students by formally integrating the student's academic program with related work experience. All students must complete three alternating co-op terms off-campus with government agencies, non-profit institutions and corporations. Studies show that co-operative education enhances the student's academic performance and facilitates the student's transition to the workplace upon graduation.

The co-operative education component involves a sequencing of normal academic terms and co-op terms. Students complete the normal academic sequence for their first 10.0 units if entering the Bachelor of Public Relations

(Co-operative Education) degree directly from high school. Students admitted to the Bachelor of Public Relations (Co-operative Education) degree with sufficient transfer credits complete the normal academic sequence for their first 5.0 units. For the second half of the program, there is an alternation of co-op terms and academic terms.

The following schedule depicts the typical Bachelor of Public Relations (Co-operative Education) program:

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Free
2	Academic Term 3	Academic Term 4	Co-op Term 1
3	Academic Term 5	Co-op Term 2	Academic Term 6
4	Co-op Term 3	Academic Term 7	Academic Term 8

Program Standards

Students entering the program with considerable professional public relations work experience may use the current university regulations regarding Challenge for Credit found on page 25 to challenge PBRL 1188. Once admitted to the program, students considering this option must consult the academic department to determine eligibility.

Before the first co-op work term, students must meet these prerequisites:

1. a 2.0 CGPA at the end of the academic term prior to the job search*
2. normally completion of 10.0 units
3. successful completion of PBRL 2013, 2014, 2015, 3012

*Students who do not meet the 2.0 CGPA requirements for co-operative education but have more than 7.5 units of transfer credits, or grades from courses completed more than five years ago, may request an individual review of their transcripts by the department Chair who may approve admission.

Once you have accepted a co-op term, there are three possible grades for co-op terms:

- P Pass. Student continues academic study.
 NCR No credit, repeat. Normally, a student may receive only one NCR grade and remain in the degree program.
 F Fail. A failing grade in a co-op term results in dismissal from the program.

For additional information, refer to page 199 and to the co-operative education section online at msvu.ca/co-op.

Professional Concentration In French

Public Relations students have the opportunity to pursue a 3.0 unit concentration in French. Students must fulfill the following requirements:

- 3.0 units of French language courses (*excluding FREN 1101 and 1102*)

Professional Concentration in Spanish

Public Relations students have the opportunity to pursue a 3.0 unit concentration in Spanish. Students must fulfill the following requirements:

- SPAN 1101, 1102, 2201, 2202, 3301 and 3302

Students completing SPAN 2202 may write the internationally recognized Spanish examination prepared by the Spanish Ministry of Education and receive the *Initial Certificate (Certificado Inicial)*. Students completing SPAN 3302 may write the Spanish examination prepared by the Spanish Ministry of Education and receive the *Basic Diploma (Diploma Basico)*.

Courses

Note: The Bachelor of Public Relations program is designed as a full-time program of study. All courses listed below have a professional studies classification, unless cross-listed with an arts or science discipline.

PBRL courses are open only to students who have been formally admitted to the Bachelor of Public Relations program and, with limited restrictions, to students in the BSc (Science Communication) program. Students who have formally declared a Minor in Communication Technology with the Registrar's Office may take approved courses within the minor.

PBRL 1010 Foundations of Public Relations 0.5 unit

Prerequisite: Admission to the BPR program or admission to the BBA program with 5.0 units completed
 An introduction to public relations as a professional discipline. The course includes a survey of the historical evolution of the field, foundational theories, an exploration of publics, and an introduction to the process of strategic planning.

PBRL 1188 Co-op Term I 1.0 unit

Prerequisite: Completion of professional development program delivered by the Co-op Office. Completion of courses prescribed by the Department of Communication Studies course sequence (PBRL 2013, 2014, 2015, 3012) or permission of the department.

A 14-16 week term of full-time paid career-related experience in an organizational setting: corporate, non-profit or government. Students will work with industry professionals who provide feedback to the University on the student's performance and development. The student will be required to set learning objectives, submit a work term report and participate in a return-to-campus/debriefing session. Evaluation for the successful completion of the co-op term is based on learning objectives, a work site visit, an employer evaluation and a satisfactory work term report.

PBRL 2012 Public Relations Writing: Theory and Practice 0.5 unit

An examination of public relations writing and the applications. Audience analysis, messages and their effects, and the tools used to research and write are examined within a framework of setting objectives. Students will learn to write news releases, short features and profiles. *This course includes a lab component.*

- BUSI 2214 0.5 unit
- BUSI 2215 0.5 unit
- BUSI 2221 0.5 unit
- BUSI 2222 0.5 unit
- BUSI 2230 0.5 unit
- BUSI 2231 0.5 unit
- BUSI 2259 0.5 unit
- BUSI 3313 0.5 unit
- BUSI 4400 0.5 unit
- COMM 2211 0.5 unit
- ECON 1101 0.5 unit
- ECON 1102 0.5 unit
- MATH 2208 0.5 unit
- THMT 1101 0.5 unit
- THMT 1116 0.5 unit
- THMT 2205 0.5 unit
- THMT 2216 0.5 unit
- THMT 2221 0.5 unit
- THMT 2244 0.5 unit
- THMT 3221* 0.5 unit
- THMT 3305 0.5 unit
- THMT 3312 0.5 unit
- THMT 3362 0.5 unit
- THMT 3401 0.5 unit
- THMT 4442 0.5 unit

**If, in any year, this course is not available, Tourism and Hospitality Management students may substitute BUSI 3320 for THMT 3221.*

and

for students in the Co-operative Education Program

- THMT 1188 *Co-op Term I* 1.0 unit
- THMT 2288 *Co-op Term II* 1.0 unit
- THMT 3388 *Co-op Term III* 1.0 unit

or

for students in the Practicum Route

- THMT 2299 *Practicum I* 455 hours
- THMT 3399 *Practicum II* 455 hours

Electives

- 3.0 units of electives, 1.0 unit of which must be at the 4000 level, selected from the following: 3.0 units

- BUSI 3314 0.5 unit
- BUSI/WOMS 4406 0.5 unit
- THMT 2201 0.5 unit
- THMT/BUSI 2225 0.5 unit
- THMT/BUSI 3311 0.5 unit
- THMT 3317 0.5 unit
- THMT 3323 0.5 unit
- THMT 3380 0.5 unit
- THMT 4405 0.5 unit
- THMT 4406 0.5 unit
- THMT/BUSI 4410 0.5 unit
- THMT 4411 0.5 unit
- THMT 4421 0.5 unit
- THMT 4444 0.5 unit
- THMT/BUSI 4446 0.5 unit
- THMT 4490 0.5 unit
- THMT 4491 0.5 unit

(prerequisites must be met)

- 2.5 units of Arts and/or Science electives 2.5 units

Note: With the department Chair's prior written approval, a student may replace no more than 0.5 unit of arts and science elective with 0.5 unit of professional elective.

- 0.5 unit of Humanities elective 0.5 unit
See core C - Humanities (Core Group List on page 63)
- 0.5 unit of elective 0.5 unit

Professional Concentration in French

Tourism and Hospitality Management students have the opportunity to pursue a 3.0 unit concentration in French. Students must fulfill the following requirements:

- 3.0 units of French language courses (*excluding FREN 1101 and 1102*)

Professional Concentration in Spanish

Tourism and Hospitality Management students have the opportunity to pursue a 3.0 unit concentration in Spanish. Students must fulfill the following requirements:

- SPAN 1101, 1102, 2201, 2202, 3301 and 3302

Students completing SPAN 2202 may write the internationally recognized Spanish examination prepared by the Spanish Ministry of Education and receive the *Initial Certificate (Certificado Inicial)*. Students completing SPAN 3302 may write the Spanish examination prepared by the Spanish Ministry of Education and receive the *Basic Diploma (Diploma Basico)*.

Co-operative Education Program

Mount Saint Vincent University offers a 23.0 unit degree in tourism and hospitality management with compulsory co-operative education. The Bachelor of Tourism and Hospitality Management (Co-operative Education) degree is accredited by the Canadian Association for Co-operative Education (CAFCE) and was the first accredited tourism co-operative education degree in Canada.

Co-operative education involves a sequencing of normal academic terms and three co-op terms. Students complete the normal academic sequence for their first 5.0 units of study before beginning their first co-op term. The following schedule depicts the typical Bachelor of Tourism and Hospitality Management (Co-operative Education) program.

Year	Sept-Dec	Jan-Apr	May-Aug*
1	Academic Term 1	Academic Term 2	Co-op Term 1
2	Academic Term 3	Academic Term 4	Co-op Term 2
3	Academic Term 5	Academic Term 6	Co-op Term 3
4	Academic Term 7	Academic Term 8	

**Co-op terms may finish as late as mid-October. Students returning in October should seek academic advising to enrol in condensed courses.*

By integrating academic study with three co-op terms, students will have an opportunity to determine career goals; gain practical knowledge and experience; develop confidence, maturity and human relations skills; apply academic material to practical working situations; generate

employment contacts and provide financial assistance to meet educational expenses.

Students must consider that the co-op terms may be outside of Nova Scotia and some relocation could be required at the students' expense. Students must finish their program on an academic term, not on a co-op term.

Program Standards

Before the first co-op work term, students must meet these prerequisites:

1. a 2.0 CGPA at the end of the academic term prior to the first job search*
2. normally completion of 5.0 units
3. successful completion of THMT 1101

**Students who do not meet the 2.0 CGPA requirements for co-operative education but have more than 7.5 units of transfer credits, or grades from courses completed more than five years ago, may request an individual review of their transcripts by the department Chair who may approve admission.*

Once you have accepted a co-op term, there are three possible grades for co-op terms:

- P** Pass. Student continues academic study.
NCR No credit, repeat. Normally, a student may receive only one NCR grade and remain in the degree program.
F Fail. A failing grade in a co-op term results in dismissal from the program.

For additional information, refer to page 199 and to the co-operative education section online at msvu.ca/co-op.

Practica Route

The practica route is only for students who have university or approved hospitality program transfer credits and/or significant industry related work experience. Part-time and distance learning students at a distance and students pursuing the degree via the certificate and diploma must complete the practica route rather than the co-operative education route. Full-time students who are admitted to the BTHM program with a minimum of 7.5 units of transfer credits or full-time students with at least two years of full-time industry experience as determined by the department will enter the practica route.

The practica route allows students to build on previous academic or work experience while maintaining greater flexibility in academic scheduling. Each practicum contains a block of industry-related work experience. Students must complete a project/report undertaken in the context of the specific work environment of that practicum. Students must complete two practica of 455 hours each. Practicum I should be completed after 10.0 units of academic credit and Practicum II should be completed after 15.0 units of academic credit.

Students who complete the practica route will graduate with a Bachelor of Tourism and Hospitality Management.

Course numbers and hours for each level of practica are:
THMT 2299 *Practicum I* 455 hours
THMT 3399 *Practicum II* 455 hours

The three possible grades for practica are the same as for co-op terms. For further information, contact the Co-operative Education Coordinator.

Notes:

1. Practica and co-op terms may not be interchanged.
2. Students obtaining more than one NCR grade on a practicum will be dismissed from the Bachelor of Tourism and Hospitality Management program.
3. Students may challenge or transfer a maximum of one practica work term.

Honours Degree

Students wishing to complete an honours degree must make application through the department Chair after successful completion of 12.5 units of the BTHM program. Students must have a GPA of 3.0 or higher and have successfully completed MATH 2208 and THMT 3312. Admissions to the honours program must be approved by the Honours Committee of the Department of Business Administration and Tourism Hospitality Management. Acceptance is contingent upon the agreement of a faculty member to supervise.

Program Requirements

The Bachelor of Tourism and Hospitality Management Honours degree requires:

- successful completion of 20.0 units of coursework plus three co-operative education terms

or

- successful completion of 20.0 units of coursework plus two practica for students admitted to the practica route
- a minimum of 12.5 and a maximum of 14.0 units in THMT and BUSI, including THMT 4499
- THMT 4499
- 3.0 units of electives from core group A, B, and C listed on page 63 with a minimum of 0.5 unit from each core group:
 - Core A - *Sciences & Mathematics*
 - Core B - *Social Sciences*
 - Core C - *Humanities*
- obtain a minimum GPA of 3.0 and a grade of at least C- in 10.0 units of the required honours courses
- achieve a minimum of B- in the honours thesis
- obtain an overall GPA of 3.0 or better in all courses counted for the degree beyond the first 5.0 units taken
- Note: Co-operative education work term courses (THMT 1188, 2288 and 3388) and Practica (THMT 2299 and 3399) cannot be counted in the calculation of the GPA.*

Note: First-class honours will be awarded to students who maintain a GPA of 3.5 or better in 10.0 units in the honours subject and no grade below B- in all courses counted for the degree beyond the first 5.0 units taken.

Honours Certificate

Students who have graduated from Mount Saint Vincent University with a Bachelor of Tourism and Hospitality Management degree may apply to do an honours certificate. Students must fulfill the requirements for the honours degree listed above and meet the university regulations regarding honours certificates.

UNIV

UNIV 2100

Portfolio Development

0.5 unit

Prerequisite: attendance at a Prior Learning Assessment information session or a meeting with a PLA advisor

A course which leads to Prior Learning Assessment Recognition. Participants will systematically and comprehensively identify, reflect upon, describe, document and present their past learning achievements, formal and informal. The focus will be upon academic and career goals and both learning strengths and learning gaps will be clarified. Participants will produce a well written, well-organized and well-documented portfolio.

Co-operative Education Program

Mount Saint Vincent University is a leader among Maritime universities in providing co-operative education as an integral element of several professional degree programs. The co-operative education programs at the Mount meet national quality standards and are accredited by Co-operative Education and Work-Integrated Learning (CEWIL) Canada.

Definition

Co-operative education provides students with the opportunity to put theory into practice by integrating the student's academic study with alternating paid co-op work terms in employer organizations. This employment is related to the student's course of study. Studies show that co-operative education enhances the student's academic performance and helps ease the student's transition to the workplace upon graduation.

To graduate from the co-operative education program, students must successfully complete three co-operative education work terms (co-op terms) in their respective degree programs in addition to the normal academic requirements. Graduating students who successfully complete the co-operative education requirements will have the "co-operative education" designation on their degree parchments. Co-operative education students enrolled in optional co-operative education programs who complete fewer than the required number of co-op terms will have a notation on their transcripts indicating the co-op terms completed.

In addition to the regulations outlined below, all co-op students must complete the mandatory Professional Development Program which provides students with the tools to assist them in securing co-op terms and reflecting on their co-operative education experiences. Topics include the roles of the various partners in the educational program, the job competition process, self-assessment, job search, résumé and cover letter writing, interview techniques, work term projects, developing personal learning plans, and understanding the workplace.

Regulations

Program Standards

In order to graduate with a degree completed in the co-operative education program, students must:

1. fulfill the requirements for the degree in which they are enrolled;
2. maintain a 2.0 CGPA in each academic term after admission to co-operative education*;
3. be enrolled as a full-time student in every term, including summer, before and after each co-op term. The Chair of the academic department must approve written requests for permission to enrol in a course during a co-op term;
4. attend all of the co-operative education professional development sessions;
5. alternate co-op terms and academic study according to the sequence prescribed by the academic department which includes ending on a full-time academic term;
6. complete three co-op terms with a passing grade, and according to the standards prescribed, by the appropriate academic department. For a description of the appropriate standards, students must consult the Academic Calendar entry for each academic department; and
7. adhere to the policies and procedures as outlined in the Terms and Conditions for Co-op Students, Student Guide to Co-operative Education, and the University Calendar.

Withdrawal Dates

Depending on the time of withdrawal from the co-operative education program, the following situations may occur:

1. tuition fees may be assessed for any withdrawal from a co-op course/term or the co-operative education program according to the University withdrawal policy;
2. prior to completing a first co-op term, and an offer being accepted, students in an optional program may withdraw without any notation on their transcript;
3. once an offer is accepted, withdrawal without permission will result in an "F" for the co-op term;
4. withdrawal from the co-operative education program prior to an offer being accepted will result in a "W" for the co-op term; and
5. if a student fails to complete the co-op term requirements, an "F" will result for the co-op term.

Deferral Policy

Students may be eligible to defer a co-op term under exceptional circumstances (e.g., illness or academic issues). Application must be made in writing to the Co-op Office. Decisions to defer a co-op term for exceptional circumstances will be made by the relevant academic department. This will result in the student being unable to complete course requirements according to the sequence prescribed by the academic department and may result in delayed graduation for as much as a year. In order to maintain status as a co-op student, the student may be required to take additional courses. Students who qualify can only defer one co-op term. See the Student Guide to Co-operative Education for more details.

"Self-Directed Job Search" Policy

Students who fail to actively participate in all stages of the co-operative education process within the parameters of co-operative education policies, procedures, regulations and the Terms and Conditions for Co-op Students will be given a status of "Self-Directed Job Search." This status results in the student being removed from the application and interview cycle. Details of the "Self-Directed Job Search" status are outlined in the Student Guide Co-operative Education.

Appeal Process

Students are able to appeal decisions regarding admission to, and withdrawal, from co-operative education as well as the assignment of an "F" for a co-op term. All appeals will be made in writing to the Academic Appeals Committee.

Co-op Term Regulations

During the co-op term, the student is an employee in all matters pertaining to conditions of employment, and a student only for the purposes of academic evaluation. The University accepts no responsibility for the working environment in which the student is employed.

Co-operative Education Program Fees

The co-operative education program is an academic program which integrates terms in the classroom with terms in the workplace. The co-operative education process for each co-op term is an eight-month period starting with co-op term preparation the term prior to a co-op term, the co-op term itself, and the debriefing evaluation and activities the term after the co-op term. Each co-op term receives an academic credit valued at one unit. As such, co-op students pay tuition

fees for each academic term and tuition fees for each co-op term.

Application Dates

Bachelor of Business Administration students normally apply for admission to the co-operative education program in October of their second year of full-time study at the Mount. Bachelor of Business Administration students may also apply in September of their third year of full-time study to commence a co-op term the following January. Students should check with the Co-op Office to confirm the exact application dates.

Students who choose to apply to co-operative education must consult the Co-op Office for the academic and co-op term sequence.

Applications from full-time students with credits transferred from other programs and/or institutions or with a sufficient number of credits through prior part-time studies will be considered at the beginning of their first academic term at the Mount. Students should consult the Co-op Office.

Admission Criteria

In order to be admitted to the optional Bachelor of Business Administration co-operative education program, applicants must be admitted to the program by the appropriate faculty co-op coordinator and have achieved the following:

1. an 2.0 CGPA at the end of the academic term prior to the job search process*,
2. normally, completion of 10.0 units prior to the first co-op term; and
3. successful completion of BUSI 2214, BUSI 2221, BUSI 2230 and ECON 1101.

**Students who do not meet the 2.0 CGPA requirements for co-operative education but have more than 7.5 units of transfer credits, or grades from courses completed more than five years ago, may request an individual review of their transcripts by the department Chair who may approve admission.*

Application forms for the co-operative education program and details regarding the particular requirements of each academic department can be obtained from the Co-op Office. For admission to the co-operative education program, students must be able to complete the required number of co-op terms and maintain full-time status as defined by co-operative education program regulations.

For further information on Co-operative Education please refer to msvu.ca/co-op.

Teaching and Learning Centre and Online Learning

The Mount's innovative online learning platform provides flexible access to programs and courses for students in Halifax, across the region and around the world. Students enrolled at other universities also take advantage of the Mount's online courses to take electives or specialized courses towards completion of their degrees.

Online courses are delivered and on-campus courses are enhanced using a world class online learning platform which supports a rich learning environment for students. An expanding range of undergraduate programs and graduate degrees can be completed through online learning, and more