



2020-2021 Handbook

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

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Preface to the 2020-2021 Version

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 (msvu.ca), on the intranet (intranet.msvu.ca), in the University Calendar, or from other University personnel.

The resources page on the Mount's website (msvu.ca→ [aboutus](#)→[faculty](#)) 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 (msvu.ca→ [About Us](#)→ [Senate](#)→ [Policies](#)). It is the responsibility of the faculty member, lab instructor, and librarian to familiarize herself 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 her own letter of appointment or contract.

COVID-19 Information

MSVU is committed to the health, safety, and success of our faculty, lab instructors, librarians and staff. Below you will find important links to campus-wide information and resources.

- [University-wide response to COVID-19](#): an overview of our latest response to the COVID-19 pandemic.
- [Working from Home](#): tools and links to support resources provided by Information Technology and Services
- [Faculty and Staff Resources](#): Frequently Asked Questions (FAQ) about issues including sick procedures, access to facilities, research, supports, and services.
- [The Teaching and Learning Centre \(TLCOL\)](#): the main source of TLCOL information for faculty, lab instructors, and librarians for services and supports, including [continuity planning](#).

A Note from TLCOL

During the COVID-19 pandemic, the TLCOL staff are actively involved in supporting all faculty, lab instructors, and librarians as they prepare to offer their courses online. Here are just a few of the measures they have taken to support faculty, lab instructors, and librarians:

- Recruitment of additional instructional and educational developers, who will work with faculty, lab instructors, and librarians as they develop their online courses to include activities and other course elements that will result in engaged, student-centered learning with rich social presence.
- Development of an asynchronous Moodle course designed to assist all faculty, lab instructors, and librarians, "Preparing your Course for Online Delivery"
- Regular, ongoing, webinars on topics such as specific teaching strategies for synchronous and asynchronous courses, and adapting an existing course outline for online delivery
- Facilitation of a daily (M-F) extra help drop-in session from 12:00 – 2:00 p.m. on the Collaborate Practice site. Support in this context is expected to continue throughout the Fall term.

Administrative Matters

Access to Buildings (Not Applicable for Fall 2020)

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. The academic administrative assistant is knowledgeable about when and 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 7:30 a.m. to 11:00 p.m. The McCain Centre connector to the Library opens at 8:00 am.
- **The Seton Academic Centre** is locked on Friday at 6 p.m. The first floor main entrance of Seton is open on weekends based on the Library hours.
- **Evaristus Hall** is open on regular working days from 8:30 a.m. to 11:00 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 Local 6412.

Part Time faculty, lab instructors, and librarians who require access to a locked classroom should contact Security at Local 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 Locals 6355 or 6364.

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 and Dean in writing (e-mail) of the absence and any arrangements made for the class. The Chair 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 (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.
- Many instructors now have e-mail distribution lists for their classes. They are encouraged to use the list to let their classes know if they cancel a class, and to copy the information to classcancellation@msvu.ca.

Convocation (Not Applicable for Fall 2020)

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
- greeting honorary guests and the families and friends of graduates as they arrive for the ceremonies
- presenting citations for honorary degree candidates
- 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 (3rd Monday in February) | – Natal Day |
| – Good Friday and Easter Monday | – Labour Day |
| – Victoria Day | – Thanksgiving Day |
| – Canada 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.

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 faculty, lab instructor, and librarian. Departmental administrative assistants have a list of the location of mailboxes. Part-time faculty members may be asked to share their mailbox.

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) should be reported to Facilities Management at Local 6502.

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

Office space for full-time faculty, lab instructors, and librarians are allocated by the Deans. 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 need to 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 her 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)

Because of 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 SAC330 and EV 376A where all part-time faculty can access computers, printers, copiers, phones, and scanners. Further information about available office space may be obtained from the Deans' Office.

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. Pay & display parking permits are available for short-term needs (hourly or daily). Annual, term, monthly, weekly and daily permits are available at the Assisi Information/Security Desk. Mount Security issues tickets to violators. Fire lanes and disability parking are strictly enforced 24 hours per day.

Part-time Contracts

[The Collective Agreement between Mount Saint Vincent University and CUPE 3912](#) determines 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 Reimbursement (Full-Time Faculty)

Provisions for an annual Professional Development expense reimbursement program are found in Article 39 of the MSVUFA Collective Agreement. Original receipts are to be submitted by March 31 of the current academic year, and must be accompanied by a completed [Professional Development Expenses Form](#). **Faculty may only claim once per year (April 1 – March 31).**

Expenses can only be reimbursed for the fiscal year in which they are incurred. For more information, contact Taunia MacAdam, Manager, Academic Relations, at taunia.macadam1@msvu.ca or Local 6127.

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: Intranet → Document Centre → Office of the Vice-President (Academic) → Forms.

Student Rating of Instruction Questionnaires (SRIQs)

Please note that SRIQs are optional at this time due to COVID-19. If you would like to have your SRIQ administered, please contact the Deans' Office.

Currently, full-time members with tenure/five-years' service and part-time instructors who have reached Step 3 of the stipend scale 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, pencils, and directions for administering the evaluation are delivered to the instructor's mailbox, site coordinator, or classroom on the scheduled dates.

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.

Travel Fund (Full-Time Faculty)

The University maintains a travel fund for the benefit of faculty, primarily to encourage participation and the presentation of work at scholarly conferences (See Article 40 and Appendix C of the [Full-Time Collective Agreement](#)). Travel Committee policies applicable to full-time faculty travel fund applications and report forms are available on the intranet:

[Travel Grant Application Form](#) (Intranet → Document Centre → Deans' Office → Forms)

[Travel Grant Report Form](#) (Intranet → Document Centre → Deans' Office → Forms)

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

Academic Administration Effective August 1, 2020

Vice-President Academic and Provost	Dr. Julie McMullin
Associate Vice-President Student Experience	Ms. Paula Barry
Associate Vice-President Research (Interim)	Dr. Derek Fisher
Dean of Arts and Science	Dr. Carrie Dawson
Dean of Education	Dr. Antony Card
Dean of Professional and Graduate Studies	Dr. Kim Kienapple
University Librarian	Ms. Tanja Harrison
Director, Teaching and Learning Centre (Interim)	Dr. Katherine Darvesh
Registrar	Mr. Paul Cantelo

Office of the Vice-President Academic and Provost

Manager of Academic Relations	Ms. Taunia MacAdam
Executive Assistant	Ms. Tracy MacKenzie

Academic Departments & Department Chairs, Effective July 1, 2020

Arts & Science

Biology	Dr. Gavin Kernaghan
Chemistry	Dr. Aibing Xia
Cultural Studies (Coordinator)	Dr. Randi Warne
Economics	Dr. Nargess Kayhani
English	Dr. Graham Fraser
History	Dr. Jonathan Roberts
Mathematics	Dr. Tina Harriott
Modern Languages	Dr. Juliette Valcke
Philosophy/Religious Studies	Dr. Carrie Dawson (Acting)
Political/Canadian Studies	Dr. Tammy Findlay
Psychology	Dr. Will Shead
Sociology/Anthropology	Dr. Alex Khasnabish
Women's Studies	Dr. Meredith Ralston

Education

Graduate Education (Director)	Dr. Melissa McGonnell
Teacher Education (Director)	Dr. Cornelia Schneider

Professional Studies

Applied Human Nutrition	Dr. Daphne Lordly
Business and Tourism	Dr. Peter Mombourquette
Child & Youth Study	Dr. Joan Turner
Communication Studies	Dr. Amy Thurlow
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](#)
- [Final Exam Policy Addendum](#)
- [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](#)
- [Harassment and Discrimination Policy](#)
- [No Scents is Good Sense](#)
- [Occupational Health and Safety Policy](#)
- [Policy against Sexual Assault](#)
- [Procedures for Dealing with Student Violations Governing Computer Use](#)
- [Regulations Governing Computer Usage](#)
- [Timetable of Significant Dates for 2020-2021T](#)

Final Grades

Grades should be submitted through Web Advisor. Grades for all courses having examinations must be received in the Registrar's Office either five days after the scheduled examination day, or by the deadline date established by the Registrar's Office, whichever is earlier. Grades may be faxed to 902 457-6498 (do not use any other FAX number) or by emailing 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. The list is only finalized the day before convocation.

Grade Changes

All grade changes require a Dean'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 are a limited range of acceptable reasons for submitting a grade change. Normally, only those changes which 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 course work for acceptable reasons are governed

by the regulations of the INC and DEF grades.

Grade changes which result from DEF, INC or IP grade submissions do not require a Dean'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 must submit their department timetables to the Dean by December 15. 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

MW	8 timeslots of 75 minutes
TTh	8 timeslots of 75 minutes
F	4 timeslots of 75 minutes (up to 3:00 pm)
MTWThF	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 secretaries 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. For further information, contact Kim Campbell, FOIPOP Officer, at kim.campbell@msvu.ca or at Local 6436.

Guidelines for Academic Advising

A Collaborative Approach

Academic Advisors help students plan their degrees, select and schedule courses, choose areas of focus, keep track of program requirements, and connect with other on-campus support services.

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, and March Advising Week for current students selecting courses for the following academic year.

The Mount strives to employ a dual Academic Advising model where students meet with faculty advisors about their areas of focus and staff advisors about overall degree requirements and academic procedures and policies.

The Centre for Academic Advising and Student Success

The Centre for Academic Advising and Student Success is located in the Seton Academic Centre, Room 304. It brings academic support staff together as a team to help students reach their academic goals. Staff academic advisors, the Mount 101 coordinator, and Mount Mentors are located in the Centre, while the Learning Strategist, Transfer Student Coordinator (2+2 programs), and the Writing Centre coordinator are situated outside the Centre. Equipped with workstations, the Centre is a hub for advising activities and academic workshops and program delivery, including Writing Centre tutor drop-in days. The establishment of the Centre provides an opportunity for increased collaboration between academic departments, academic support staff, and students.

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

Erin Tomlinson, Manager
erin.tomlinson@msvu.ca, Seton 327

Heather Maxwell, Academic Advisor
heather.maxwell@msvu.ca, Seton 304

Jessica Ferguson, Academic Advisor
jessica.ferguson@msvu.ca, Seton 304

Marisha Caswell, Mount 101 Coordinator
Marisha.caswell@msvu.ca, Seton 304

Venus Bali, Learning Strategist
venus.bali@msvu.ca, Seton 331

Cindy Huelin, Transfer Student Coordinator (2+2 programs)
cindy.huelin@msvu.ca, Seton 334B

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. In some academic departments, faculty members are responsible for advising students who have declared majors or professional degree programs administered by their department.

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

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 (Seton 401).

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 304.

Graduate Programs

Students in graduate programs are assigned a faculty advisor. Education 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 are also having 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](#). Academic advisors in the Centre for Academic Advising and Student Success will connect with the students to help them get back on track.

For more information about the Right Start program, contact Heather Maxwell at heather.maxwell@msvu.ca or 902-457-6324.

Mount 101

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 both 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 of which are currently free for all students.

All aspects of Mount 101 have been adapted for virtual delivery during the COVID-19 closure. The online

program has been adapted specifically to prepare students for online learning and the Mount Mentors are conducting all operations, including Virtual Mystics Communities online.

Online Program

The online program is an asynchronous and instructorless program available on Moodle. It consists of six sections, designed to introduce students to the Mount and to broader expectations of university students. Incoming students are automatically enrolled and receive regular updates and reminders about the program via email and Moodle. Students who would like access to the online program for personal or academic reasons can self-enroll by adding MSVU 0101 as a non-credit course in their registration centre (either on myMount or through the Mount app).

Faculty members who would like access to the program can email the Mount 101 Coordinator at marisha.caswell@msvu.ca.

Part I: Welcome to the Mount

Exploring the Virtual Mount is an introduction to the Mount, how online learning works, 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 the Mount.

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 also a mandatory prerequisite to registration in the next academic year. To complete the program, students go through 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.

Mount Mentors

A group of senior students who work together to reach out to students and provide them with support around campus. They are trained to be aware of all of the 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 the 2020-2021 academic year, Mount Mentors are also running virtual learning communities to help new students make connections while learning online.

For more information, email mount101@msvu.ca or visit our website www.msvu.ca/mount101.

Your Virtual MSVU

The shift to a full online learning experience is a large transition for everyone. *Your Virtual MSVU* is a resource designed to help support students as they navigate the online learning environment. This resource is free and available through Moodle. Anyone with a Moodle account can enroll in *Your Virtual MSVU* and have access to the following material:

1. We're Here for You: How Student Services have shifted to a virtual environment, how to access those services, and what other forms of support are available to faculty and students.
2. Online Learning: An Overview: A basic guide to online classes, how to access them, and what to expect from online learning at the Mount.
3. Strategies for Online Learning: Learning strategies designed specifically for online learning.
4. Using the Library Online: How the Library has shifted its operations online and how to access its services.
5. Making the Transition: Tools and approaches to support overall wellbeing during the transition to a virtual university.

To enrol:

- Log into Moodle and look for *Your Virtual MSVU* in the support and resources block (on the right-hand side of the screen).
- Click on the link and then click on the "enrol me" button under the self-enrolment student option. *Your Virtual MSVU* will now appear on your Moodle dashboard.

Operations during COVID-19 Closure

The Centre for Academic Advising and Student Success is operating virtually during the COVID-19 closure. We continue to serve students through telephone, email or Skype for Business appointments. Advising appointments can be booked by contacting advising@msvu.ca or going to our [online booking page](#). Students can book online appointments with Writing Tutors at www.msvu.ca/writing. The Learning Strategist, Mount 101 Coordinator, Transfer Student Coordinator, and Writing Centre Coordinator can be contacted at the emails above.

Contact Information

Faculty members who would like to review advising guidelines can contact erin.tomlinson@msvu.ca.

For further information, visit the Centre's [intranet site](#). ((Intranet → Departments → Centre for Academic Advising and Student Success))

Teaching and Learning Centre and Online Learning (TLCOL)

TLCOL is an academic support unit that promotes and supports the enhancement of teaching and learning at the Mount, for campus and online delivery contexts. Faculty, lab instructors, and librarians are invited to engage with the TLCOL to explore teaching development opportunities, develop and design online resources and course sites, and to learn how to use the various educational technologies within the online learning platform (Moodle, Blackboard Collaborate Ultra, Nearpod, Office 365 apps, and more).

The TLCOL maintains three distinct areas of service:

- 1) Instructor development and support,
- 2) Online course development and instructional design, and
- 3) Management of the online learning platform and training and support for the various educational technologies within the platform.

Consultation Services

Educational Developer – consultations (confidential and one-on-one) regarding aspects of your teaching such as enhancing your instructional skills, optimizing class management, engaging in professional development opportunities and more.

Instructional Developer – consultations (confidential and one-on-one) regarding the development and design of your online course content to be delivered using the online learning platform and incorporating the various educational technologies within the platform (Moodle, Blackboard Collaborate Ultra, Office 365, Nearpod, and more).

Online Learning Training and Support - training and support services for all instructors in the use of the educational technologies within the online learning platform.

Contact Information

To learn more about the services, supports and resources available with the TLCOL, please visit the [TLCOL Intranet Site](#) (MSVU Intranet → Departments → Teaching and Learning Centre and Online Learning) or the [TLCOL website](#).

For any of the above services, TLCOL can be reached at online@msvu.ca. This email account is centrally managed and used by all TLCOL team members and every effort will be made to respond to your request in a timely manner.

Library Services

The [Mount Library & Archives](#) delivers information resources and services to support teaching, learning and research. The Library & Archives are located on the main and lower levels of the E. Margaret Fulton (EMF) Centre with resources and services also available online.

During the COVID-19 pandemic, the Library will keep faculty and the Mount community up-to-date via a [virtual and on-campus operations guide](#) for a quick overview of any changes to services in effect.

Library Card

The faculty ID card is issued by the Library and also serves as the Mount Library card. Faculty may activate their ID card as their library card by visiting the Library Access Services desk. The ID card should be updated annually by the end of September. For those unable to physically come to campus for an ID card, or to update an existing card, you can request this by filling out [our online request form](#). These credentials enable Mount faculty to borrow from the Mount Library collection and all other participating 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.

Faculty members are granted term loans by the Mount Library and many others across the Novanet network. Items borrowed may be renewed up to three times in person or online in your Novanet account (barcode + last 4 digits of phone number). For Mount Library renewals over the phone call 902-457-6250 or email library@msvu.ca. All items are subject to recall if requested for a course. Print journals, reference books, and some government documents are normally non-circulating.

Books borrowed from other libraries are subject to policies of the lending library. Faculty may return material borrowed from any Novanet library, as well as items from any public library in the province, to any public or university library in NS through the Borrow Anywhere Return Anywhere (BARA) program.

Curbside Pick-up

Until further notice, the Library will be offering books and DVDs from the Mount Library collection via curbside pick-up at the McCain entrance by emailing library@msvu.ca. Material from other libraries are also available via curbside pick-up by using the Novanet Express service (i.e. requesting books using the hold button in the Novanet catalogue).

Searching Novanet

The Novanet catalogue, which searches material across all university and college collections, is accessible from [the Library website](#) via the Novanet Discovery search box. Items available from other libraries may be borrowed free of charge using the Library's document delivery services. Most holdings, including e-journal subscriptions, are searchable using the Library's discovery tool. Refer to the search box on the Library's homepage and in the Library Resources widget in all Moodle courses.

Liaison Librarians

For the purpose of providing library support to faculty members and students, the Library has grouped departments and programs into five discipline categories with an assigned Liaison Librarian responsible for each. Faculty are encouraged to meet with their Liaison Librarian to exchange information on specific collection needs. In addition, Liaison Librarians are happy to meet with any faculty member to provide an overview of Library resources and services, answer questions, and generally support their (and their students') library research needs in and outside the classroom.

Librarians also have coordinating roles in various areas including: Archives, Collections, Data Services, ELearning, Engagement, Scholarly Communication, and Systems.

For information on library support and services, please contact your Liaison Librarian:

Lindsey MacCallum: lindsey.maccallum@msvu.ca

- Humanities – English, Cultural Studies, History, Philosophy, Religious Studies
- Archives & Scholarly Communication – archival teaching and research needs, open educational resources, open access publishing, article processing charges (APCs) and discounts, advice on predatory publishers, assistance with the Mount E-Commons.

Stan Orlov: stan.orlov@msvu.ca

- Business Studies – Business Administration, Information Technology, Public Relations, Tourism & Hospitality, Communication Studies, Modern Languages
- Systems – support for electronic resources via EZ Proxy, Library databases usage statistics, technology support for Open Journal Systems (OJS), assistance with Mount E-Commons

Meg Raven: meg.raven@msvu.ca

- Sciences – Applied Human Nutrition, Biology, Chemistry & Physics, Mathematics & Computer Studies, Psychology, Statistics
- Collections – oversees the Library's print, media, and electronic collections, assists liaison librarians and their departments with acquiring new journals and online resources

Denyse Rodrigues, denyse.rodrigues@msvu.ca

- Social Sciences – Canadian Studies, Economics, Family Studies & Gerontology, Political Studies, Sociology & Anthropology, Women's Studies, Peace & Conflict Studies, Public Policy Studies
- ELearning & Library Research Services – copyright for online teaching and learning, distance student support, support for Library accessibility related needs of students, faculty, and staff

Sandra Sawchuk: sandra.sawchuk@msvu.ca

- Educational Studies – Education, Child & Youth Study
- Data Services & Engagement – finding and using data for research and teaching, research data management, events in the Library (e.g. book launches and readings, class events, etc.)

Class Tours & Library Instruction

Liaison Librarians arrange Library Orientation or Library Research Workshops for students as required by instructors in person and online. These sessions highlight library resources that students may find useful to complete their research and assignments. Faculty should book their session through their Liaison Librarian at least one week prior to the date they wish the session to be conducted. The Library also offers a credit course LIBR 2100 'Library Research'. See the [Undergraduate Calendar](#) for more information.

Recommendations for Purchase

According to the internal procedures of an academic department, you may have a Department Library Coordinator who may collect orders for material from her faculty colleagues and send them to the Library. Alternatively, each faculty member is welcome to recommend material for purchase directly to their Liaison Librarian. The order can be submitted via email or by forwarding new title announcements.

The following order of priority should be used for resource selection:

1. the development and active maintenance of a core collection in support of major teaching programs, in accordance with the guidelines approved by Senate;

2. more specialized materials of interest to several teaching departments: arts, sciences, graduate and professional schools;
3. more specialized materials of interest to a single teaching department; and
4. more specialized materials of interest to one or a few individuals.

Liaison Librarians are available to provide guidance and suggestions on the assignment of priorities.

Reserve Materials

Library staff will assist with placing print or electronic information in the Library's Reserve Collection or online via Moodle as a way to ensure students have equal access to their course material. Note that any 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 session.

For assistance please contact Edythe Davidson or Ainsley Cunningham in Library Reserves by emailing reserves@msvu.ca visit the [Reserves guide](#) for further details.

Interlibrary Loan / Document delivery

A reciprocal borrowing agreement with the Council of Atlantic University Libraries (CAUL) allows for ordering materials available from libraries across Canada free of charge. For further information visit the [Document Delivery guide](#) or contact our staff at docdel@msvu.ca.

As a member of CAUL, 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.

Mount Archives

The Mount Archives collects and preserves the memory of the institution, including faculty publications and student theses/dissertations. For more information about archives resources and services please visit the [Mount Archives Guide](#) or email Archivist Alina Ruiz directly at alina.ruiz@msvu.ca.

Open Access and Mount Institutional Repository

The Mount Library supports open access; the [policy approved by Senate](#) in 2016 is on the Mount's [E-Commons](#) and on [Policy Central](#). The E-Commons is an institutional repository which facilitates the collection, preservation, and access to the Mount's scholarly outputs.

Institutional repositories are important tools for preserving an organization's intellectual legacy and encouraging open scholarly communication for all. The Mount Library also hosts open access e-journals using Open Journal Systems (OJS). For more information, contact Scholarly Communications Librarian Lindsey MacCallum at lindsey.maccallum@msvu.ca or 457-6402.

Library and Social Media

The Mount Library makes its product and service announcements via email and on social media. Faculty can 'like' the [Library's Facebook](#) page, follow us on Twitter (@mountlibrary) or Instagram (@msvulibrary).

Contact Information

For questions or comments about the library and its services, please contact your Liaison Librarian or Tanja Harrison, University Librarian, at tanja.harrison@msvu.ca or 902-410-4924.

Copyright Information

If considering material for classes, 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. Libraries and educational institutions 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 Mount Library's licensed resources

The Mount subscribes to thousands of ejournals, hundreds of thousands of ebooks, and online streaming media services. Linking to licensed content via Moodle is encouraged. Information on this process is available via the Copyright Guide under [Websites & Links](#). If faculty prefer, the Library's Reserves team will help create links and build reading lists. Please fill out the [Moodle access request form](#) to give staff access to assist. Discover what licensed resources are available by consulting the Novanet Discovery search from the [Library homepage](#) or look through [ebook collections](#), [journals](#), [databases A-Z](#), or [streaming media](#).

Resources in the Public Domain, via open access or licensed under Creative Commons

Copies can be made of any works in the public domain (e.g. for which the author has been dead 50+ years and no copyright has been renewed), material that is licensed under open access, or has 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 linked to in Moodle.

Resources requiring permission from the copyright holder

Some copying, digitizing, or online versions of material may require permission or streaming rights from the copyright owner. The Library offers faculty assistance with seeking permissions or securing streaming rights on your behalf (and will also pay any fees, if necessary, for course related material).

For further assistance in determining categories of readings and/or assistance with posting or linking to material via Moodle, contact the Library Reserves team at reserves@msvu.ca. To determine or secure new resources for your courses not in the Library's collection please contact your [Liaison Librarian](#).

Accessible Course Readings

The Mount is committed to environmental and accessible teaching practices. Most commercial publishers have accessibility features built-in to online content. For course readings only available in print and must be scanned/imaged to make digitally available, please consider seeking assistance to ensure your readings are copyright compliant and ready for online learning. The Library and the Print Shop will scan material and/or process your photographed/scanned readings. Check [the service brochure](#) for details.

Course Material Websites

There are sites such as [Course Hero](#) which students may use to upload and share course materials. If you do not want your materials shared, [a memo from the former VP Academic](#) outlines steps to take. 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 online. If you supervise graduate students planning to use copyrighted material in their work, 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

The Mount 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 do so, we provide the following services:

- Access to personal 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
- Consultation on funding sources
- Co-ordination and liaison with the RESO Capacity Liaison and Mount Public Affairs 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 satisfying 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 internal grants policies, grant applications, University 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, evolutionary, 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 in order 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, the extension of knowledge through 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

The Mount's [Interim Strategic Research Plan for 2019-2021](#) 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 three years. The Strategic Research Plan is due for revision in 2021.

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.

Integrity in Research and Scholarship

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 [Integrity in Research and Scholarship](#). 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 Compliance Programme

All research that involves human participants and/or their data requires review and approval by the University Research Ethics Board (UREB) before the research is initiated. University procedures for this review are outlined in the Senate policy on [Ethics Review of Research Involving Humans](#).

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. For details please contact ethics@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 of the University, the University sets aside a sum of money 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 by the President based on recommendations from the Committee on Research and Publications. The committee makes recommendations after reviewing faculty applications to internal grant competitions, which are held at 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. Grants are awarded for a period of up to two (2) years (depending on internal grant type), and a minimum of 50% of the approved budget must be spent in year one. Further details on the Internal Grants Program, including relevant details, are available at:

msvu.ca/en/home/research/researchservices/grants/internalgrants.

Contact Information

General email research@msvu.ca.

The Office of Student Experience

Aboriginal Student Centre (45 Melody Drive)

The Aboriginal 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 ASC offers the opportunity for students to learn more about Aboriginal culture while giving them a place to study and hang out. The staff provide academic advising and counselling.

Questions about the Aboriginal Student Centre can be directed to patrick.smalllegs-nagge@msvu.ca

Accessibility Services (EMF 141)

In compliance with the Senate [Policy for Accommodating Students with Disabilities](#) and the Nova Scotia Human Rights Act, the University is dedicated to adapting the academic environment for students with disabilities to provide them with equal 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. Faculty, lab instructors, or librarians with any questions or concerns should contact Gloria Johnston at gloria.johnston@msvu.ca

More information is available at www.msvu.ca/accessibilityservices.

Black Student Support Office (SAC 337)

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 aim of Black Student Support Office is to compliment this atmosphere by connecting African Nova Scotian/Black students with individuals who share similar values, culture, background and experiences.

Whether you are a Black Canadian, African Nova Scotian, or an international student, there will likely be times that you need support at the Mount. Our Black Student Support Advisor is here to help

For more information please visit www.msvu.ca/blackstudentsupport. Connect with the Black Student Support Advisor by emailing blackstudentsupport@msvu.ca

Athletics and Recreation (ROS 127)

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 includes a gymnasium, conditioning room, aerobics and instructional studio, locker rooms and showers. They offer more than 20 fitness classes a week and a full schedule of intramural activities and active living wellness programs such as yoga, Pilates, karate, dance etc. Employees can purchase a year facility membership for \$100.00 or \$155.00 for a fitness and facilities membership. A variety of other discounted options/add ons are available for fitness memberships and active living and wellness programs. In addition, family (18 years and older) memberships are available in a variety of fitness and facility memberships. Payroll deduction is available. The Mount Fitness Centre also offers a comprehensive in-service and summer day camp programs for children in primary to grade six.

For more information, visit the [Mount Fitness Centre website](#).

Career and Experiential Education (MC 312)

Our Career and Experiential Education 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 employment 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, and Summer Job Fair. Confirmed event dates will be posted at: [Career Planning](#) in Fall 2020.
- 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 www.msvu.ca/ccr for further details.

Faculty may post-employment opportunities for students directly online by creating an employer account at careerconnects.msvu.ca. The posting will appear on the site within 2 business days.

For more information on partnering with the Career 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.

Centre for Academic Advising and Student Success (Seton 304)

The Centre for Academic Advising and Student Success coordinates academic support to students and includes Academic Advising, Learning Strategist support, a Transfer Student Coordinator, The Writing Centre and Mount 101. The Mount 101 Coordinator, and Peer Mentors are available to provide academic support to undergraduate students. Equipped with workstations, the Centre will be a hub for advising activities and academic support programs on campus.

For more information, please visit <https://www.msvu.ca/campus-life/centre-for-academic-advising-and-student-success/>. To connect with the Manager, please contact Erin Tomlinson at erin.tomlinson@msvu.ca

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 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” or causing problems in the classroom.

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 behavior; 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; e.g., crying in class or in your office, angry outbursts, frustration, etc.
- Drop in academic performance

How to refer a student to Counselling Services:

- Ask to speak to the student privately and express concern for her/him.
- Advise the student that there are free confidential counseling services available to them on campus.
- Help them either make an appointment with a counselor, by calling the office with their permission (x 6567), or walk them down to the Student Services desk in EMF 108. Otherwise, provide the student with the phone number and/or bookmark for Counselling Services to make an appointment at a later time or to request more information about the service. These bookmarks may be requested from x 6567.

Faculty may also discuss concerns directly with a counsellor. During regular office hours, please call Counseling Services at x 6567 and ask a counsellor to return your call when they are not in session. If it is an emergency and a counsellor is not available, you may also contact Health Services on campus at x 6353. 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 x 6267 or x 6497. If the crisis requires immediate attention, and Security cannot be contacted, the Mental Health Mobile Crisis Team can be reached at (902)429-8167.

For more information, visit the Counselling Services website at www.msvu.ca/counsellingservices.

Financial Aid (EV 207)

Financial Aid offers a wide range of services including information on bursaries, scholarships, student loans, budgeting and student lines of credit. If students are having financial difficulties, small emergency loans are also available.

When discussing the possibility of dropping courses with full-time students on student loan, it is extremely important that faculty, lab instructors, and librarians advise students not to drop below full-time status of 60% (1.5 courses per semester) without speaking to Financial Services, as this action could place their loan in jeopardy.

Financial Aid can be reached at 902-457-6351.

Health Services (2nd Floor Assisi)

Located in Assisi, Health Services offer a full range of medical services in a confidential and caring atmosphere to all students, staff, faculty, lab instructors, librarians, and community members. The Health Office is committed to treating all visitors with the respect and confidentiality they should expect from any health care professional.

Health Services is staffed by doctors, a nurse/manager and a secretary. Some of the medical services offered include physical examinations, first aid, screening for STDs, immunizations, medical referrals, and assessment and treatment of all types of medical problems. Appointments can be booked by calling 902-457-6354 or Local 6354.

International Education Centre (Seton Annex 101B)

The International Education Centre (IEC) provides assistance to international students in cultural and

academic adjustment. In addition, the Centre also coordinates English language training for international students and exchange programs for domestic students. Services include:

- New International Student Orientation: Airport pick-up and orientation sessions for new international and exchange students in September and January.
- University Bridging Program: a 12-week program for students close to meeting Mount language requirements. The UBP is a non-credit course designed for students to learn the necessary fundamentals in order to become successful students in a Canadian, English speaking post-secondary institution. This includes time management, research skills, citation styles, academic integrity, active reading and note-taking, and group dynamics.
- Language Assistance: in academic research, listening and note-taking, time management, academic integrity, effective reading, academic writing and effective communication through one-to-one language tutorials, study groups, and workshops.
- Cultural workshops on unfamiliar issues such as income tax, work permit applications, culture shock, 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
- Student Exchange Programs: we coordinate exchange programs in Austria, China, Sweden, Norway, the Netherlands, Switzerland, Ecuador, Denmark, France, Korea, Spain, Finland, Mexico, and Estonia.
- Manage articulation agreements and programs offered jointly with international partners.

For more information, email international@msvu.ca.

Learning Strategist (SAC 331)

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. The Mount's learning strategist services are available to any registered Mount student. Regular drop-in times and scheduled appointments are available Monday to Friday and workshops covering a variety of topics are offered throughout the fall and winter terms.

For more information, email learning.strategist@msvu.ca.

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 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 is 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 at www.msvu.ca/liveoncampus or by contacting the Manager, Residence Life in Evaristus 201A at lynn.cashen@msvu.ca.

Writing Resource Centre (EMF 205)

The Writing Resource Centre offers writing assistance to students in all disciplines by means of small group workshops as well as individual tutorials. Students may book an appointment by calling 457-6567 or by emailing writing@msvu.ca, to get help with a particular paper or writing assignment.

The Writing Resource Centre is located in EMF 205 and operates year-round, with reduced hours during the summer.

Contact Information

Paula Barry, Associate Vice-President
Student Experience
Evaristus 201A, Local 6130

Sarah Bond, Administrative Assistant
Evaristus 201D/EMF 108, Local 6567/6210
sarah.bond3@msvu.ca

Administrative and Other Services

Harassment and Discrimination

Mount Saint Vincent University is committed to providing and maintaining an environment that promotes the dignity of human beings. The Harassment & Discrimination Policy prohibits harassment and discrimination and affirms that all members of the Mount Community have the right to participate in activities at the Mount without fear of discrimination or harassment.

All employees of the Mount are responsible for reading and understanding the [Harassment & Discrimination Policy](#).

All information, records and documents obtained as a result of inquiries or complaints made under the Harassment & Discrimination Policy will be kept in a confidential file in the office of the Advisor. All members of the Mount community involved in a complaint are expected to maintain confidentiality.

If you believe that you have been discriminated against or harassed in your employment you should not ignore it. 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

Caryn Small Legs-Nagge
Harassment and Discrimination Policy Advisor
Local 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 up to \$250,000 and/or jail terms of up to 2 years.

Employer Commitment

The safety of the Mount's employees is a primary concern of the University. In fulfilling this commitment to Occupational Health & Safety, the University shall provide a safe work environment and shall provide protective clothing, equipment and related training to ensure employee safety. All faculty, lab instructors, librarians, 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 Occupational Health and Safety 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

The Mount 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 current membership is posted on the OH&S bulletin boards.

Health and Safety Policies

The Mount has adopted a number of Occupational Health and Safety policies and procedures. 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 the Mount.

- 1. Fire Safety:** The Mount 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 permission of the Safety Office.

2. Smoking: The Mount is committed to maintaining and enhancing the cleanliness of indoor air in order 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 Mount community who suffer from chemical sensitivities, the Mount encourage faculty, lab instructors, librarians, 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 Mount campus, a number of 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 provides assistance.
- The Mount campus is equipped with first aid kits in each building. There are 5 Automated External Defibrillator (AEDs) on the Mount Campus, located in Seton, McCain, Evaristus and Rosaria buildings.

7. Responding to Emergencies: Fires, 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 the Mount 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.

Contact Information

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

- Safety Officer Steven Song (Local 6286, steven.song@msvu.ca)
- OH&S Binders and bulletin boards in various locations across campus, including Faculty Lounges

Information Technology and Services

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 of campus go to the [Outlook page](#) on the Mount's external website.

Please note: If your email has been migrated to Office 365 you will access your email in Office 365 through [myMount](#), the Mount's portal.

Moodle

Moodle is a Learning Management System. Moodle allows instructors to post course material, hold class discussions, communicate with students, upload assignments and quizzes for their Web-based and Web-

enhanced courses. All instructors and students can access Moodle using their regular Mount username and password. To request a Moodle course, restore, a course set-up or for general Moodle help go to msvu.ca/moodle.

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 (for migrated accounts), 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.

Faculty Resource Centres

Faculty resource centres are shared computing offices equipped with computers and laser printers. The Centres are located in Evaristus 376A and Seton 341.

Standard Software

- Adobe Acrobat Reader
- Beyond 2020 Professional Browser
- Blackboard Collaborate
- Filezilla
- Google Chrome
- Java Platform, Standard Edition
- Java Web Start
- Microsoft Internet Explorer / EDGE
- Microsoft Office Professional (Access, Word, Excel, Publisher, PowerPoint) *
- Microsoft Project Professional
- Microsoft Visio Professional
- Microsoft Silverlight
- Microsoft Windows*
- Mozilla Firefox
- PotPlayer
- Trend Micro Antivirus protection*
- Skype for Business
- 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 09W & GaussView 5
- Microsoft Visual Studio
- SAS
- Maple
- MAXQDA (in Seton 315 only)
- Minitab
- SPSS (PASW) Premium with AMOS

Wireless Access

The Mount offers high speed Internet access across campus.

Academic and Administration Buildings

Wireless internet access is available in all buildings. Wireless internet allows access to email and web access but not access to files and software applications on the Mount campus network. Students are responsible for providing their own computer with compatible (wireless or wired) network card.

Classroom Technology and Support

All Mount classrooms are equipped with a standard multimedia system that includes a permanent networked computer, DVD/VCR/CD player, LCD projector, sound system and OHP transparency projector.

[Detailed information](#) about each classroom and how to use the equipment is available online. at Intranet → Departments → IT&S → Multimedia Services → Classroom Technology.

IT&S also has the following equipment available for up to 24 hours upon request:

- Laptops (network ready)
- Mobile Computers (network ready)
- LCD Computer projection equipment for use in classroom presentations
- DVD players
- Televisions
- Video cameras
- Digital still cameras
- Digital audio recorders

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 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 audio-visual 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 closed and locked. A locked door is the best theft prevention.

Certain restrictions apply to the loan of equipment. There is a three-day maximum loan period for equipment such as projectors and audio recorders. 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 first phase of the Digital Media Zone (DMZ), a partnership between the Teaching and Learning Centre and IT&S, 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 5 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. The DMZ email address is DMZ@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 (“Local”).

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 at Intranet → Departments→ Information Technology & Services → Telephone Services → Voicemail.

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 in order 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.
- Fill out a Mount purchase requisition form (if necessary with the help of IT&S). Purchase requisition forms are available to Departments from Secretarial 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 Local 6355 or 6364. A [Conference Requisition Form](#) must be completed and sent to Conference Services in order to notify the booking with all appropriate departments.

Bookings for computer labs, other than computer classes, should also be made through Conference Services. A [Microlab Booking Form](#) must be completed once booking is confirmed and sent to Conference Services in order to notify the booking with all appropriate departments.

The Faculty Lounge

The Faculty Lounge (404/405) is located on the 4th floor of Seton and is divided into two rooms, Seton 404 and Seton 405. Seton 405 is reserved for Faculty use only from September to April and can only be reserved if the event is open to all Faculty members. Confirmation of this space must be obtained from the Faculty Association at extension 6265. Seton 404 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: space should be reserved via phone or email prior to sending the form.

Contact Information

Booking and general catering inquiries: Local 6355 or 6364.

Detailed catering inquiries: Food Services Director 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 web page. 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). A form is available on-line at www.msvu.ca/bookstore/orders Instructors can call the Bookstore at Local 6422 if an acknowledgement of the on-line 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. 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: Local 6157

Bookstore Manager: Local 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, stationary and supplies to the Print Shop using the Printing Request Form found at msvu.ca/printshop. Requests should be submitted at least 2 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 457-6163 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 completed and signed by the person authorized to sign for the account. The completed and authorized requisition form is then forwarded to Procurement Services for processing. Once the order has been placed a copy of the requisition form with all pertinent information will be returned to the originator for their records. Purchase order requisitions are obtained from academic administrative assistants or from the Print Shop.

Contact Information

Melanie MacIsaac, Manager of Procurement Services
Melanie.macisaac@msvu.ca
Local 6276

University Relations

University Relations is comprised of specialized teams that work together to help ensure MSVU has the reputation, relationships and resources necessary to fulfill the University's vision, mission, values and strategic goals. The teams include Communications and Marketing, Student Recruitment, Advancement, and the Institutional Analyst. 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 telling the story of MSVU, its people and programs, in support of the University's strategic goals. We seek to increase the profile of MSVU with key audiences, as well as strategically build and manage the MSVU brand. We work with University partners 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. As well, we lead crisis communications and advise on issues management for MSVU.

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 in designing and implementing all communications strategies. If you require communications support, please contact the team at least three-to-four weeks in advance of your event or project launch date.

Student Recruitment

Student Recruitment is responsible for advancing the University's strategic enrollment management plan and attracting students, both domestic and international, to study at MSVU. We host a number of on-campus events, attend numerous recruitment fairs and school visits, and meet one-on-one with prospective students, their families, guidance counsellors and other educators. The team also manages the on-campus student ambassador program, establishes contracts with international recruitment agencies, delivers a prospective student campus tour program, and regularly collaborates with faculty and staff on various recruitment initiatives.

Members of the MSVU community play an important role in student recruitment and are always welcome to take part in recruitment events or provide ideas for recruitment initiatives. Contact us to arrange a meeting at questions@msvu.ca.

Advancement

Advancement provides leadership in the areas of fundraising, donor and supporter stewardship, and alumni relations. Working with the Mount Saint Vincent Alumnae Association, we engage our alum 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. The team works in partnership with academic and development colleagues throughout the University to build relationships not only with our community of alumni, but also with other individuals, private businesses and foundations. Our programs encompass annual giving, planned giving, major gifts, recognition and 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.

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 Isabelle.Cormier@msvu.ca or 902-457-6395.

A few notes about online communications, media relations, and marketing & advertising

Online

Leveraging online channels is cost-effective and 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 by both external and internal audiences. The calendar lives on MSVU's external website (msvu.ca) with a feed to the Intranet. 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.
- [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.
- [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, Snapchat, 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. The advertising process and request form are available in the [Document Centre on the Intranet](#).

All MSVU marketing materials (whether on or off campus) are required to follow the University's Visual Identity Guidelines. A manual, available for download on the [Intranet](#), guides use of photos, ribbons, logos and colours in the design of advertisements or collateral. For information on how to order MSVU materials for events, such as pens, bags and folders, contact Lora.Arenburg@msvu.ca.

- 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. 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.