UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC) MEETING

Friday, October 27, 2006
9:30 a.m. – Room A225
Abbotsford Campus

APPROVED MINUTES

~~~~~~~~~~~~~~~~~~~

Present:	J. Carroll, B. Cooke, L. Howe, R. Kelley, G. Mimmack, P. O'Brien, J. Snodgrass, S. Stegmueller
Guests:	C. Beaney, H. Chapman, G. Gould, H. McCullough, N. Taylor, B. Traverse, S. Vanderburgh, L. Whatley, G. Wolfson
Recorder:	A. Hallman

1. APPROVAL OF UPAC AGENDA

FREN 242 was added to the agenda as item 3.3.

2. APPROVAL OF UPAC MINUTES

2.1. UPAC Draft Minutes: September 29, 2006

MOTION: **S. Stegmueller/J. Carroll**

To approve the September 29, 2006 draft minutes as presented.

CARRIED

3. UPAC BUSINESS

3.1. Geography

New program: BSc Physical Geography major
New program: BSc Physical Geography minor

These proposals have been reviewed by the supporting areas, and approved by SCAC. Both programs may also need to be approved externally. Comments were received from Elaine Harris regarding the "How to apply" section. As these are not programs with admission requirements, this section should be deleted.

MOTION: **J. Snodgrass/L. Howe**

To approve the BSc Physical Geography major as with the following amendment:

- Deletion of "How to apply" section.

CARRIED

RECOMMENDED TO UCC FOR APPROVAL

MOTION: **J. Snodgrass/R. Kelley**

To approve the BSc Physical Geography minor with the following amendment:

- Deletion of "How to apply" section.

CARRIED

3.2. Business Administration

<u>Changes to program</u>: Accounting certificate

As the entrance requirement is being increased by the addition of BUS 162, notice of this requirement will need to be given for fall 2007, with implementation for fall 2008.

<u>**MOTION:**</u>   **P. O'Brien/J. Snodgrass**

To approve the changes to the Accounting certificate for September 2007, with the following amendments:

- Correction of typo: ECO<mark>N</mark> 100.
- BUS 162 will not be an entrance requirement until September 2008.

CARRIED

RECOMMENDED TO UCC FOR APPROVAL

3.3. Modern Languages

<u>Change to program</u>: French minor graduation requirements

<u>**MOTION:**</u>   **S. Stegmueller/J. Carroll**

To approve the change to the graduation requirements as presented, effective September 2007.

CARRIED

<u>New course</u>: FREN 240

This number has been used previously, so the course has been renumbered to FREN 242. This course was included in the agenda as information under item 4.3.

3.4. Social Work and Human Services

<u>Change to program</u>: Community Support Worker certificate
<u>Change to program</u>: Social Services diploma
<u>Change to program</u>: Social Services diploma – First Nations option

Comments were received from one of the supporting areas regarding admission being offered on a first-qualified, first-served basis for some of these programs, as this appears to conflict with the competitive admissions policy. G. Wolfson indicated that these are not new requirements; UPAC is only being asked to consider the changes to entrance requirements at this point.

<u>**MOTION:**</u>   **P. O'Brien/J. Carroll**

To approve changes to the entrance requirements for the Community Support Worker certificate, Social Services diploma, and Social Services diploma – First Nations option, for September 2007, with the following amendments:

- Change to application deadline: ~~February 28~~ <mark>January 31</mark>.
- Change to decision-making timeline: admissions decision within two months of ~~receipt of a completed application~~ <mark>the application deadline</mark>.

CARRIED

<u>Change to program</u>: Substance Abuse Counselling diploma

Entrance requirements are being increased to bring them into line with those of the SAC certificate.

MOTION: **S. Stegmueller/G. Mimmack**

To approve changes to the entrance requirements for the Substance Abuse Counselling diploma, for September 2007, with the following amendments:

- Change to application deadline: ~~February 28~~ <mark>January 31</mark>.
- Change to decision-making timeline: admissions decision within two months of ~~receipt of a completed application~~ <mark>the application deadline</mark>.

CARRIED

RECOMMENDED TO UCC FOR APPROVAL

Change to program: Bachelor of Social Work degree

MOTION: **S. Stegmueller/J. Snodgrass**

To approve changes to the entrance requirements for the Bachelor of Social Work, for September 2007, with the following amendments:

- Change to entrance requirements completion deadline: December 31 for summer intake, May 1 for fall intake.
- Change to application deadline: ~~February 28~~ <mark>January 31</mark>.
- Change to decision-making timeline: admissions decision within two months of ~~receipt of a completed application~~ <mark>the application deadline</mark>.
- Addition of a statement clarifying the minimum points required for consideration: <mark>Only candidates with at least 40 points will be considered for the second stage, depending on their ranking and available spaces.</mark>

CARRIED

RECOMMENDED TO UCC FOR APPROVAL

3.5. Science

Changes to program: BSc Physics honours

MOTION: **P. O'Brien/J. Snodgrass**

To approve the changes to the Physics honours as presented, for September 2007.

CARRIED

3.6. Trades

New program: Hospitality Event Planning certificate

H. McCullough indicated that the contact number included in the calendar copy may change next year.

MOTION: **S. Stegmueller/L. Howe**

To approve the Hospitality Event Planning certificate, for September 2007, with the following amendment:

- Correction of typo on page 2: ~~June~~ <mark>May</mark>.

CARRIED

RECOMMENDED TO UCC FOR APPROVAL

3.7. A&R response to course cross-listing

B. Cooke presented a draft of A&R's response to recommendations regarding cross-listed courses. The various recommendations (originally proposed by an ACC subcommittee) and their implications were discussed, and UPAC members raised a number of points for consideration.

Course ownership

Although cross-listed courses are currently seen as being jointly-owned, the recommendation was that only one department own a particular course. Ownership is not clear publicly, but it is listed at the top of the course outline, under "Faculty/Department".

The lack of a policy dictating who owns a course was raised as a possible area of concern. There is a policy on service courses, but no policy that governs ownership of cross-listed courses. J. Snodgrass indicated that this is generally sorted out between individual departments at the time of development. There are some guidelines regarding new course development, where departments are instructed to check if a similar course is already being offered. Problems can arise, however, if two departments simultaneously develop similar courses. If there is a dispute that cannot be resolved between the parties, it will be settled at UPAC.

P. O'Brien mentioned that departments are being encouraged to take a synergistic approach in course development, and in these cases it may not be clear who owns a jointly-developed course. Hopefully, having only one department own a course will not dissuade any departments from joint development.

From a student's point of view, all that needs to be conveyed is that it is the same course listed under two different subject areas; ownership is not relevant. Indication of cross-listing currently appears in the calendar as a note after the course description. It may also be useful to further define a "cross-listed course" in the calendar, to help clarify the situation for students.

Course outlines and calendar course descriptions

The ACC subcommittee recommended that there be only one outline for a given course, as opposed to two or more identical outlines under various subjects. The problem with joint ownership of a course is that changes might be made to one department's version and not to another. If only one department has authority to make changes, any departments that are using the course will have no choice but to accept the changes. If the changes are such that the curriculum becomes unsatisfactory, it is up to the non-owning department(s) to end the cross-listing.

Outlines are currently stored by subject, and so the elimination of duplicate outlines would mean that some courses appear to be missing. The proposed solution is to have a dummy outline under the non-owner subject that refers to the owner version.

Transferability to other institutions is a concern here. Some institutions may not be comfortable giving transfer credit into one discipline for a course from another discipline. For example, in order to be recognized as Education courses by SFU, they needed to be labeled as Education courses at UCFV. If SFU receives a course outline for EDUC 323 that simply refers to HIST 323, they may not be satisfied with the transferability of the course.

UPAC members agreed that dummy outlines could be used, but each course description should continue to be listed on its own in the calendar.

Program requirements

The issue of using cross-listed courses to meet different requirements was considered. For example, if a course fills the requirement for a major and a minor, can it be considered for both? In choosing which version they register for, will students be deciding which requirements the course will fulfill? This will be up to individual programs to decide.

Registration and transcripts

Students should be asked to indicate at the time of registration which version of a cross-listed course they wish to have appear on their transcript, although this identifier can be changed. UPAC suggested that there should not be any time limit on changing courses from one tag to another.

Summary

B. Cooke will summarize UPAC's recommendations for the next UPAC meeting.

3.8. Course outline review/update

B. Cooke is looking into computer software that will help to manage the approval and creation of new courses. Malaspina, for example, is currently using a system that identifies which components of an updated outline have been changed. Before this kind of system is implemented, the committee should review and be satisfied with the course outline form.

One potential area for change is in the "Learning objectives/goals/outcomes/learning outcomes" section. There is a difference between learning objectives (what the course is intended to teach) and learning outcomes (what successful students should be able to do upon completion). B. Cooke suggested that this section should to be changed to simply "Learning outcomes". Additionally, some sections can be changed at the instructor's discretion (course content, textbooks, student evaluation, etc.), but examples are included anyway; these may not be necessary.

J. Carroll and R. Kelley will discuss the existing course outline, make recommendations, and report back at a furture meeting.

4. INFORMATION ITEMS

4.1. Geography

New course: GEOG 240: World Regional Geography has been published to the H drive.
New course: GEOG 317: Biogeography has been published.
Addition to program: GEOG 317 added as physical geography option for BA Geography major.

4.2. Business Administration

Revisions: BUS 430 has been published.

4.3. Modern Languages

Change to prerequisites: FREN 102, 215, 216 have been published.
New course: SPAN 301: Advanced Spanish I – Oral Communication has been published.
New course: FREN 242: Intermediate French Oral Communication has been published.
New course: FREN 245: Cultures in the Francophone World has been published.

4.4. Social Work and Human Services

Change to prerequisites: SOWK 301, 392, 394, 410, 430, 450, 491, 496, and 497;
  HSER 129, 200, and 250; FNST 101 and 102 have been published.
Revisions: SOWK 312 has been published.

4.5. Science

Changes to program: Biology concentrations
New course: PHYS 457: Introduction to Particle Physics has been published.
New course: PHYS 458: Introduction to Nuclear Physics has been published.
Revisions: BIO 305, 306, 312, 360, 416 have been published.

4.6. History

Change to prerequisite structure: 300- and 400-level History courses – all courses have been published.
New course: HIST 313: War and Society in the Ancient and Medieval West has been published.
New course: HIST 318: History of Modern Germany has been published.
New course: HIST 322: Quebec, 1867-1970: Industrial Development, Political Change has been
  published.

New course: HIST 327: Comparing Settler-Indigenous Relations in New Zealand and Canada has been published.

New course: HIST 425: The Development of Quebec Nationalism has been published.

Revisions: HIST 226, 301, 315, 319, 401 have been published.

Change to program: Change to calendar description resulting from HIST 301 revision.

5. ADJOURNMENT

The meeting was adjourned at 11:55 am.

CALENDAR COPY

3.1. Geography

BSc Physical Geography major

This section specifies the physical geography major discipline requirements only. Additional Bachelor of Science requirements can be found here. In addition to the General BSc requirements, students must also complete the program requirements as follows:

Lower-level requirements: 53 credits

Course	Title	Credits
GEOG 101	Weather and Climate	4
GEOG 102	Evolution of the Earth's Surface	4
GEOG 140	Introduction to Human Geography	3
GEOG 201	Introduction to Climatology	4
GEOG 202	Introduction to Geomorphology	4
GEOG 253	Geographic Information Systems	4
GEOG 211	Environmental Issues	3
MATH 111	Calculus 1	4
Plus:		
Two of:	BIO 111, BIO 112, CHEM 113, CHEM 114	10
One of:	PHYS 111 or PHYS 101	5
One	200-level course in Biology, Chemistry, Math, or Physics or any Computing Science course numbered 175 or higher	4
One of:	MATH 104, MATH 106, or MATH 270	4

Upper-level requirements: 32-33 credits

Course	Title	Credits
GEOG 302	Fluvial Geomorphology	
or GEOG 304	Coastal Geomorphology	4
GEOG 307	Urban Climatology	4
GEOG 352	Quantitative Methods in Geography	4
GEOG 353	Advanced Geographic Information Systems	4
GEOG 401	Global Climatology	
or GEOG 402	Quaternary Geology and Geomorphology	4
GEOG 433	Geography of Selected Regions	4
GEOG 452	Field Methods and Techniques	
or GEOG 470	Field Studies in Geography	4-5
Plus:		
One	300-level or 400-level Geography course	4
12	Upper level elective credits	12

Note: No more than eight credits may be in Directed Studies/Directed Readings (GEOG 480, GEOG 482, GEOG 483, GEOG 484).

BSc Physical Geography minor

This section specifies the physical geography minor discipline requirements only. Additional Bachelor of Science requirements can be found here. In addition to the General BSc requirements, students must also complete the program requirements as follows:

Lower-level requirements: 29 credits

Course	Title	Credits
GEOG 101	Weather and Climate	4
GEOG 102	Evolution of the Earth's Surface	4
GEOG 201	Introduction to Climatology	4

Course	Title	Credits
GEOG 202	Introduction to Geomorphology	4
GEOG 253	Geographic Information Systems	4
Plus:		
One of:	BIO 111, BIO 112, CHEM 113, CHEM 114	5
One	200-level course in Biology, Chemistry, Math, or Physics, or any Computing Science course numbered 175 or higher	4

Upper-level requirements: 16 credits

Course	Title	Credits
Two of:		
GEOG 302	Fluvial Geomorphology	
or GEOG 304	Coastal Geomorphology	
or GEOG 307	Urban Climatology	8 (total)
GEOG 352	Quantitative Methods in Geography	
or GEOG 353	Advanced Geographic Information Systems	4
GEOG 401	Global Climatology	
or GEOG 402	Quaternary Geology and Geomorphology	4

Note: No more than eight credits may be in Directed Studies/Directed Readings (GEOG 480, GEOG 482, GEOG 483, GEOG 484).

3.2. Business Administration

<u>Accounting certificate</u>

Entrance requirements

1. BC secondary school graduation, or equivalent.

2. Principles of Mathematics 12 provincially examined (C+ or better), or UCFV MATH 095 (C+ or better) or MATH 110 (C+ or better), or a MATA score of 67% or better (see Note 1, page 119), or equivalent. MATH 111 and 115 also meet this requirement but have Math 12 as a prerequisite.

3. English 12 provincially examined (C+ or better) or UCFV ENGL 081 and/or 091, or ENGL 099 (C+ or better), or CPT score of 48 or better.

4. Completion of BUS 144 or BUS 145 or the equivalent (C+ or better).

5. Completion of BUS 160.

6. Completion of BUS 162 recommended for Fall 2007 and required for Fall 2008.

Notes:
a) Applicants with minor deficiencies may, at the discretion of the Business Administration department, be considered for conditional admission.
b) How to Apply: Refer to <u>this section</u>.

Program outline

Core courses

Course	Title	Credits
BUS 247	Management Accounting I	3
BUS 261	Business Law	3
BUS 343	Intermediate Accounting I	3
BUS 344	Intermediate Accounting II	3
BUS 345	Income Tax I	3
BUS 347	Auditing	3
BUS 348	Management Accounting II	3

BUS 349	Financial Management I		3
ECON 100	Principles of Microeconomics		3
CMNS 125	Business Communications		3
MATH 106	Statistics I		4
Plus:			
One	Upper level BUS elective (selected from electives list below)		

Electives (choose one)

Course	Title	Credits
BUS 301	Econ & Business Statistics	4
BUS 338	Accounting Information Systems	3
BUS 346	Income Tax II	3
BUS 439	Advanced Financial Accounting	3
BUS 440	Management Information Systems	3
BUS 449	Financial Management II	3

3.3. Modern Languages

French minor requirements

Note: A minimum grade of 2.33 in FREN 219, as well as a minimum cumulative GPA of 2.33 in all other courses applicable to the minor, is required for graduation with a minor in French.

3.4. Social Work and Human Services

Community Support Worker certificate

Entrance requirements

1. Demonstrated suitability for working with people with disabilities is required. Evidence of this could consist of volunteer work in a classroom setting and/or with special needs adults.

2. Secondary school graduation or equivalent (ABE Provincial, Advanced or GED), or satisfactory demonstration in terms of undertaking university-level work. Mature students, 19 or older, who have completed at least three university-transfer credits that apply to the program at the time of application do not require a high school transcript.

3. You must meet the pre-requisites for CMNS 155.

4. You must be willing to undergo a criminal records check.

5. You must include all documentation (see How to apply section below).

How to apply

1. Submit the application fee along with your UCFV application for admission form to the Admissions and Records (A & R) office. Application forms are available from any A & R or Student Services office. See the Program Charts for a complete list of application dates and general information.

Additional documents required for a complete application:
• Proof of BC secondary school graduation or equivalent (see Entrance Requirements).
• Evidence of having met the pre-requisite for CMNS 155.
• Official transcript (or interim transcript) from all other previous post-secondary institutions showing grade/course achievement.
• An additional application information form detailing all your past work and volunteer experience and education (include social services related and other).

• A personal statement indicating why you want to enter the program and what has brought you to this career choice. Please refer to the kinds of experiences you have had in this field, either paid or volunteer. This should be not less than 250 words and not more than 500 words.
• Two recent satisfactory letters of references from past employers, teachers, or volunteer supervisors who can comment on your suitability to work with people in the social services field should be included with your application package. These must be on reference forms available from the SWHS department either online or in person at UCFV.

2. Upon admission to the program, you will be provided with registration information. A deposit is required when you register (see the Fees and Other Costs section). This money will be applied to the tuition fees and is not refundable. Final payment of all course fees is due the end of the second week of classes.

Basis for admission decision

1. All complete applications received by January 31 will be reviewed. Applications received after this date will be reviewed if space permits.

2. Personal suitability of applicants will be assessed using a point rating system. Points are awarded for past academic education, all work or volunteer experience (social services or other), demonstrated writing ability, reference letters, personal statement, and the group interview. Admission will be granted on a first-qualified, first-served basis to those scoring above the required threshold, and who have completed a successful interview.

3. A successful group interview. The group interview generally consists of four to six student applicants and two SWHS department members. Applicants should be prepared to discuss their career goals and knowledge of the field, and are expected to demonstrate appropriate interpersonal and life skills.

4. Only those who submit complete applications and score the minimum required points will be called for a group interview. Every effort will be made to give an admissions decision within two months of the application deadline.

If the program is full, qualified students will be placed on a temporary waitlist. If you meet the entrance requirements and a space becomes available before September 1, you will be contacted. After September 1, the waitlist is void.

In cases where interim transcripts are submitted, an admissions decision may be made conditional upon completion of academic requirements. Proof of completion of entrance requirements is due the end of the first week in August.

Social Services diploma

Entrance requirements

1. Secondary school graduation or equivalent (ABE Provincial, Advanced, or GED), or satisfactory demonstration in terms of undertaking university-level work. Mature students, 19 or older, who have completed at least three university-transfer credits that apply to the program at the time of application do not require a high school transcript.

2. You must be physically and emotionally prepared to undertake a program of studies.

3. You must be willing to undergo a criminal records check.

4. You must meet the pre-requisites for CMNS 155 or ENGL 105.

5. You must complete and include all documentation (see "How to Apply").

How to apply

1. Submit the application fee along with your UCFV application for admission form to the Admissions & Records (A & R) office. Application forms are available from any A & R or Student Services office. See the Program Charts for a complete list of application dates and general information.

Additional documents required for a complete application:
• Proof of BC secondary school graduation or equivalent (see Entrance requirements).
• Evidence of having met the pre-requisite for CMNS 155 or ENGL 105.
• Official transcript (or interim transcript) from all other previous post-secondary institutions showing grade/course achievement.
• An additional application information form detailing all your past work and volunteer experience and education (include social services related and other).
• A personal statement indicating why you want to enter the program and what has brought you to this career choice. Please refer to the kinds of experiences you have had in this field, either paid or volunteer. This should be not less than 250 words and not more than 500 words.
• Two recent satisfactory letters of references from past employers, teachers, or volunteer supervisors who can comment on your suitability to work with people in the social services field should be included with your application package. These must be on reference forms available from the SWHS department either online or in person at UCFV.

2. Upon admission to the program, you will be provided with registration information. A deposit is required when you register (see the Fees and Other Costs section). This money will be applied to the tuition fees and is not refundable. Final payment of all course fees is due the end of the second week of classes.

Basis for admission decision

1. All complete applications received by January 31 will be reviewed. Applications received after this date will be reviewed if space permits.

2. Personal suitability of applicants will be assessed using a point rating system. Points are awarded for past academic education, all work or volunteer experience (social services or other), demonstrated writing ability, reference letters, personal statement, and the group interview. Admission will be granted on a first-qualified, first-served basis to those scoring above the required threshold, and who have completed a successful interview.

3. A successful group interview. The group interview generally consists of four to six student applicants and two SWHS department members. Applicants should be prepared to discuss their career goals and knowledge of the field, and are expected to demonstrate appropriate interpersonal and life skills.

4. Only those who submit complete applications and score the minimum required points will be called for a group interview. Every effort will be made to give an admissions decision within two months of the application deadline.

If the program is full, qualified students will be placed on a temporary waitlist. If you meet the entrance requirements and a space becomes available before September 1, you will be contacted. After September 1, the waitlist is void.

In cases where interim transcripts are submitted, an admissions decision may be made conditional upon completion of academic requirements. Proof of completion of entrance requirements is due the end of the first week in August.

Social Services diploma – First Nations option

Entrance requirements

1. Secondary school graduation or equivalent (ABE Provincial, Advanced, or GED), or satisfactory demonstration in terms of undertaking university-level work. Mature students, 19 or older, who have completed

at least three university-transfer credits that apply to the program at the time of application do not require a high school transcript.

2. You must be physically and emotionally prepared to undertake a program of studies.

3. You must be willing to undergo a criminal records check.

4. You must meet the pre-requisites for CMNS 155 or ENGL 105.

5. You must complete and include all documentation (see "How to Apply").

How to apply

1. Submit the application fee along with your UCFV application for admission form to the Admissions & Records (A & R) office. Application forms are available from any A & R or Student Services office. See the Program Charts for a complete list of application dates and general information.

Additional documents required for a complete application:
• Proof of BC secondary school graduation or equivalent (see Entrance requirements).
• Evidence of having met the pre-requisite for CMNS 155 or ENGL 105.
• Official transcript (or interim transcript) from all other previous post-secondary institutions showing grade/course achievement.
• An additional application information form detailing all your past work and volunteer experience and education (include social services related and other).
• A personal statement indicating why you want to enter the program and what has brought you to this career choice. Please refer to the kinds of experiences you have had in this field, either paid or volunteer. This should be not less than 250 words and not more than 500 words.
• Two recent satisfactory letters of references from past employers, teachers, or volunteer supervisors who can comment on your suitability to work with people in the social services field should be included with your application package. These must be on reference forms available from the SWHS department either online or in person at UCFV.

2. Upon admission to the program, you will be provided with registration information. A deposit is required when you register (see the Fees and Other Costs section). This money will be applied to the tuition fees and is not refundable. Final payment of all course fees is due the end of the second week of classes.

Basis for admission decision

1. All complete applications received by January 31 will be reviewed. Applications received after this date will be reviewed if space permits.

2. Personal suitability of applicants will be assessed using a point rating system. Points are awarded for past academic education, all work or volunteer experience (social services or other), demonstrated writing ability, reference letters, personal statement, and the group interview. Admission will be granted on a first-qualified, first-served basis to those scoring above the required threshold, and who have completed a successful interview.

3. A successful group interview. The group interview generally consists of four to six student applicants and two SWHS department members. Applicants should be prepared to discuss their career goals and knowledge of the field, and are expected to demonstrate appropriate interpersonal and life skills.

4. Only those who submit complete applications and score the minimum required points will be called for a group interview. Every effort will be made to give an admissions decision within two months of the application deadline.

If the program is full, qualified students will be placed on a temporary waitlist. If you meet the entrance requirements and a space becomes available before September 1, you will be contacted. After September 1, the waitlist is void.

In cases where interim transcripts are submitted, an admissions decision may be made conditional upon completion of academic requirements. Proof of completion of entrance requirements is due the end of the first week in August.

Substance Abuse Counselling diploma

Entrance requirements

1. You must meet the pre-requisites for CMNS 155 or ENGL 105.

2. You must have a sustained work history of at least 5 years.

3. Evidence of satisfactory post secondary course work (15 credits minimum).

4. Four years' sobriety.

5. Personal suitability for working with people with substance issues.

6. You must complete and include all documentation (see How to Apply).

How to apply

1. Submit the application fee along with your UCFV application for admission form to the Admissions & Records (A & R) office. Application forms are available from any A & R or Student Services office. See the Program Charts for a complete list of application dates and general information.

Additional documents required for a complete application:
• Evidence of having met the pre-requisite for CMNS 155 or ENGL 105
• Official transcript (or interim transcript) from all other previous post-secondary institutions showing grade/course achievement.
• An additional application information form detailing all your past work and volunteer experience and education (include social services related and other)
• A personal statement indicating why you want to enter the program and what has brought you to this career choice. Please refer to the kinds of experiences you have had in this field, either paid or volunteer. This should be not less than 250 words and not more than 500 words.
• Two recent satisfactory letters of references from past employers, teachers, or volunteer supervisors who can comment on your suitability to work with people in the social services field should be included with your application package. These must be on reference forms available from the SWHS department either online, or hard copies can be picked up from UCFV.

2. Upon admission to the program, you will be provided with registration information. A deposit is required when you register (see the Fees and Other Costs section). This money will be applied to the tuition fees and is not refundable. Final payment of all course fees is due the end of the second week of classes.

Basis for admission decision

1. All complete applications received by January 31 will be reviewed. Applications received after this date will be reviewed if space permits.

2. Personal suitability of applicants will be assessed using a point rating system. Points are awarded for past academic education, all work or volunteer experience (social services or other), demonstrated writing ability, reference letters, personal statement and the group interview. Admission will be granted on a first-qualified, first-served basis to those scoring above the required threshold, and who have completed a successful interview.

3. A successful group interview. The group interview generally consists of four to six student applicants and two SWHS department members. Applicants should be prepared to discuss their career goals and knowledge of the field, and are expected to demonstrate appropriate interpersonal and life skills.

4. Only those who submit complete applications and score the minimum required points will be called for a group interview. Every effort will be made to give an admissions decision within two months of the application deadline.

If the program is full, qualified students will be placed on a temporary waitlist. If you meet the entrance requirements and a space becomes available before September 1, you will be contacted. After September 1, the waitlist is void.

In cases where interim transcripts are submitted, an admissions decision may be made conditional upon completion of academic requirements. Proof of completion of entrance requirements is due the end of the first week in August.

Bachelor of Social Work degree

Entrance requirements

1. Applicants must have Introduction to Social Work & Human Services (SOWK 110) and Social Welfare (SOWK 210), or an equivalent six credits.

2. In order to be considered, applicants must also have completed a minimum of 45 general university-transfer Arts & Science credits (by May 1st of the year of application) that are applicable to the BSW graduation requirements (see Academic Requirements), with a GPA of 2.75. These 45 credits must include:
• three credits of course work in English composition and three credits of course work in English literature;
• three credits of Human Development;
• and three credits of Introductory Statistics.

It is recommended that students have three credits of Sociology of the Family.

Students who have completed a Social Services certificate or diploma program may be eligible to receive additional discretionary credits. Up to six credits may be given for a completed certificate and up to 12 credits for a diploma, as well as additional credits for any completed Arts & Science transfer courses (i.e. English, Psychology, etc.).

Note: for a current list of qualifying Arts & Science courses, visit the website at www.ucfv.ca/swhs, or contact the department.

3. 400 hours of recent, supervised work in human services, either paid or voluntary, which may include practicum hours.

4. Willingness to undergo a criminal records check.

5. Readiness for and interest in social work/personal suitability.

6. All applicants must be willing and able to uphold the Social Work Code of Ethics.

How to apply

1. To be considered for Summer semester entrance (May), completed applications must be received by December 31 of the previous year. To be considered for Fall semester entrance (September), completed applications must be received by May 1 of the year of application. All completed applications submitted by the above dates will be reviewed. Applications received after these dates will be considered only if space permits.

2. Submit the application fee, along with the UCFV application for admission form, to the Admissions & Records (A & R) office. Application forms are available from any A & R or Student Services office. See the Program Charts for a complete list of application dates and general information.

Additional documents required for a complete application:
• Official, sealed transcripts (or interim transcripts) from all previous post-secondary institutions showing grade/course achievement as per entrance requirements.
• SWHS Additional Application Information Form, available from Admissions & Records or Student Services, detailing your past experience and education.
• A personal statement (typed, double-spaced, about 800 to 1,000 words in length) that addresses the following questions:
    i. Why do you want to become a social worker?
    ii. What kinds of life/work experiences have you had that contributed to this decision?
    iii. What experiences have you had that prepare you for social work in a culturally diverse environment?
    iv. What do you see as the most pressing social problem or issue facing Canadian society? Why?
• Two recent satisfactory letters of reference from social workers or related work, practicum, or volunteer supervisors should be submitted with your application package. These must be on reference forms available from the School of Social Work & Human Services or they can be original, signed letters on letterhead, addressing the criteria on the reference forms.

3. Applicants will be notified of the date and time for a group interview once their application is complete and they have satisfactory evidence of having met the pre-requisites. Every effort will be made to give an admissions decision within two months of the application deadline.

4. Upon admission to a program, you will be provided with registration information. A deposit is required when you register (see the Fees and Other Costs section). This money will be applied to the tuition fees and is not refundable. Final payment of all course fees is due at the end of the second week of classes.

5. In cases where interim transcripts are submitted, an admission decision may be made conditional upon completion of academic requirements. Proof of completion of entrance requirements is due the end of the first week in April for Summer admissions, or the end of the first week in August for Fall admissions.

Basis for admission decision

This is a two-stage process. The first stage involves a review of the application using a point rating system. Complete applications will be evaluated according to the following categories, for a total of 80 points:

1. Academic experience, including GPA and number of credits (scored out of 30);

2. Work and/or volunteer experience in the human services field (scored out of 20);

3. Letters of reference (scored out of 10); and

4. Applicant statement (scored out of 20).

Note: Only candidates with at least 40 points will be considered for the second stage, depending on their ranking and available spaces.

Candidates with successful applications will move onto the second stage, depending on their total points. The second stage involves a group interview. Completing the first stage does not guarantee admission to the program. Admission to the program will be determined on the basis of a successful interview, according to the following criteria:

1. Personal suitability;

2. Demonstrated understanding of the role of social workers; and

3. The ability to engage in ethical practice.

3.5. Science

BSc Physics Honours

This section specifies the Physics honours requirements only. See <u>this section</u> for Bachelor of Science requirements, as well as the requirements for a physics major discipline.

Specific requirements:

Course	Title
PHYS 302	Optics
PHYS 311	Statistical Physics
PHYS 322	Advanced Electromagnetism
PHYS 351	Quantum Mechanics
PHYS 381	Mathematical Physics
PHYS 451	Advanced Quantum Mechanics
Any two upper-level Physics labs (PHYS 342, PHYS 382, PHS 383, PHYS 472, or PHYS 485)	
At least one additional Physics course must have at least one third year pre-requisite	
At least one of MATH 152 or MATH 221	
MATH 211	Calculus III
MATH 255	Ordinary Differential Equations
MATH 322	Complex Variables
At least one other math course labeled 300 or above (MATH 312 suggested)	
COMP 152	Introduction to Structured Programming
or the combination of:	
(COMP 150	Introduction to Programming
and COMP 155**)**	Object-oriented Progamming
Six other credits in computer science related courses: e.g., any Computing Science course, PHYS 393, PHYS 484, PHYS 485, PHYS 493, Math 302 (Analysis of Data), Math 316 (Numerical Analysis).	
Additional requirements: Students must take at least two courses from any of the following: • ASTR 103 ASTR 104, CHEM 113, CHEM 114, MATH 125, MATH 270, BIO 111, BIO 112, any two Business courses, any two Economics courses, any two Arts courses.	

3.6. Trades

Hospitality Event Planning certificate

Entry-level trades training

At UCFV, we can put students where people gather for fun or relaxation. Whether it is at a front-desk of a hotel planning parties or events for a ballroom or convention centre or arranging a wedding, you could be there. The Hospitality Event Planning certificate will prepare you for entry-level positions in the areas of the hospitality tourism industry. The training will provide you with "real" situations that will build confidence while developing skills and abilities expected by today's employers.

Employment opportunities

After successfully completing the program, students will be prepared for employment opportunities in areas such as hotels, shopping centers, wedding and chapel facilities, cruise ships, health care institutions, funeral homes, convention centers and radio stations.

Entrance requirements

1. B.C. secondary school graduation or equivalent (ABE Provincial, Advanced, or GED).

2. A math and reading comprehension entrance exam.

How to apply

1. Submit a UCFV application form, along with the $45 application fee, to the Admissions & Records office. Applicants currently in Grade 12 may apply during their Grade 12 year. A statement from the school counsellor or principal, indicating that you are likely to meet graduation requirements by June, must be presented at the time of entrance exam appointments.

2. Applicants will be notified of entrance exam dates by the Trades & Technology Centre. There is no fee for writing these exams. Applicants who have not been contacted within two weeks of submission of their applications should call 604-854-4548.

3. Read the program description and information carefully. If you wish to speak to the instructor, call _____ at _____.

4. Prior to classes starting in September, applicants will be notified by telephone of the registration procedures. Applicants who cannot be reached by telephone after three attempts will be removed from the wait list.

Fees and other expenses

Hospitality Event Planning students should also budget approximately $500 for required textbooks and supplies.

Note: A deposit (currently $200) must be paid at the time of registration, which typically takes place one or two months before the start of each semester. The balance of fees must be paid by the second week of the semester.

Medical requirement

A medical statement from a qualified physician may be required at any time before or during the program. Students will be notified by a UCFV official if/when the statement is required.

Location

The Hospitality Event Planning program is offered at the Chilliwack campus.

Dates & attendance requirements

The Hospitality Event Planning program starts in September and ends in May.

The Hospitality Event Planning program requires continuous attendance through all three semesters to successfully complete all requirements for the program. Students will be expected to attend classes five days per week for the duration of the entire program.

Students who fail to meet the attendance requirements as outlined in their individual program guides may be subject to a failing grade or academic warning.
• See UCFV Policy 340.03 (Academic Warning)
• See UCFV Policy 310.02 (Attendance)

Program requirements

Students must complete all requirements with a minimum of 70% or better to receive a Credit (CR) grade in order to graduate.

Students who do not receive a Credit (CR) grade in all required areas by the end of May can apply to their instructor for re-entry into the program the following year. Students who reapply may register as upgrading students and must complete all program requirements no later than May of the following year. See upgrading policy below for more details.

Graduation

Students must apply for graduation by completing a Request to Graduate form. We recommend this be done at the beginning of the final semester.

Academic warnings

Trades & Technology students who demonstrate unacceptable academic performance will be placed on Academic Warning.
• See UCFV Policy 340.03 (Academic Warning)

Unacceptable academic performance may, at the discretion of the instructor, include poor attendance, slow progress in theory and practical tasks, and/or lack of satisfactory participation in class activities.
• See UCFV Policy 310.02 (Attendance)

Trades & Technology students are expected to conduct themselves in a mature and responsible manner and will be held responsible for their actions, whether acting alone or in a group.
• See UCFV Policy 310.12 (Student Conduct)

Withdrawal policy

Student-initiated withdrawal (discontinuing)
If a student wishes not to continue or return for the next semester, the Trades Centre will advise Admissions & Records and initiate a withdrawal from the student's current Trades program.

Required to withdraw (failed grades)
Failed grades may result in withdrawal from the program.

Required to withdraw (academic warning)
Students may be required to withdraw from a course or program for failing to comply with any of the following three policies.
• UCFV Policy 340.03 (Academic Warning)
• UCFV Policy 310.02 (Attendance)
• UCFV Policy 310.12 (Student Conduct)

Upgrading policy

The upgrading program allows those currently or recently employed in the industry to complete their certificate requirements or to become proficient in specific processes or techniques.

An upgrading student will be enrolled for no more than 15 weeks. Upgrading students will not displace anyone registered in the next intake.

Upgrading students are expected to meet program prerequisites through previous enrolment or proof of industry experience approved by the program instructor.

Re-admission policy

Students who begin a Trades program, but withdraw before completing the program, may contact the department to request re-entry provided their absence is less than two years. Re-entry is subject to space availability.

If you are absent more than two years, you will be required to apply for re-admission.
• An application for admission form and application fee will be required
• Trades & Technology entrance exams will need to be retaken

Program outline

The Hospitality Event Planning program starts in September and ends in May.
Students must show that they understand the theory by successfully completing a written test for each unit.

Students must then apply their knowledge to demonstrate an acceptable level of practical skills that maybe assigned for that unit.

The learning materials may include printed handouts, worksheets, videotapes, display boards, lab manuals, and written instructions.

At regular stages, students will be required to perform various tasks on or off campus in order to develop their practical skills.

As much as possible, study and lab instruction is patterned after "on-the-job" situations where a limited amount of direct supervision is required.

The training follows a modular system that begins by developing a wide variety of basic skills, and builds on these to develop intermediate and specialized skills required in this industry.

All unit tests and assigned practicals must be completed with a passing grade before writing the final exam, which is scheduled in May.

Learning objectives

Line A: Introduction to Tourism - 4 weeks

Course	Learning objective
A-1	Describe First Nations history in the Fraser Valley
A-2	Describe the impact of early immigrants on the Fraser Valley
A-3	Describe the impact of tourism on the economy
A-4	Describe the various sectors in the tourism industry
A-5	Describe the cost and revenue potential of the industry
A-6	Identify the major tourist attractions in BC
A-7	Identify career opportunities in the industry

Line B: Entrepreneurial Tourism - 3 weeks

Course	Learning objective
B-1	Identify steps in starting a tourism business
B-2	Identify how to finance a tourism business
B-3	Identify how tourism businesses can work together
B-4	Describe how to deal with insurance and legal issues
B-5	Prepare a promotion for your tourism business
B-6	Describe effective hiring practices
B-7	Describe the impact of environmental issues on tourism

Line C: Communications & Human Relations - 3 weeks

Course	Learning objective
C-1	Describe the process of effective teamwork
C-2	Identify the issues involved in teams & team building organizations
C-3	Identify how conflicts are resolved
C-4	Use interpersonal communication skills
C-5	Use conflict resolution skills
C-6	Complete the super host program

Line D: Computer Basics - 3 weeks

Course	Learning objective
D-1	Outline basic uses of Word
D-2	Use Word to do a mail merge
D-3	Use Word to layout a brochure
D-4	Use Word to put together reports & proposals
D-5	Explore the uses of Excel
D-6	Explore the uses of Microsoft Access database
D-7	Use PowerPoint to prepare a presentation
D-8	Use PowerPoint to prepare a business plan

D-9	Use PowerPoint to prepare proposal
D-10	Explore hotel reservations software

Line E: Basic Hospitality Accounting - 2 weeks

Course	Learning objective
E-1	Review the accounting cycle
E-2	Describe cash control
E-3	Describe sales balancing
E-4	Describe ledger account management
E-5	Prepare a budget

Line F: Food & Beverage Operations - 5 weeks

Course	Learning objective
F-1	Describe food & beverage terminologies
F-2	Describe food service industry occupations
F-3	Describe food and beverage service standards
F-4	Describe customer service skills
F-5	Describe dining room service
F-6	Identify tableware
F-7	Perform busing and table design & set
F-8	Perform guest payments
F-9	Perform closing duties
F-10	Perform cashing out
F-11	Calculate food and beverage costs
F-12	Plan an a la carte and banquet menu
F-13	Interpret a profit and loss statement
F-14	Describe safety and sanitation
F-15	Describe catering and convention services
F-16	Emphasize food safety
F-17	Prevention of airborne illness
F-18	Apply safe procedures for receiving, storing, preparing and presenting food
F-19	Describe responsible beverage service
F-20	Describe managing duty of care with alcohol
F-21	Describe common questions about alcohol

Line G: Front Office Management - 4 weeks

Course	Learning objective
G-1	Outline front office procedures
G-2	Perform ledger functions
G-3	Perform accounts receivable and accounts payable
G-4	Describe capacity management
G-5	Describe discount allocations
G-6	Describe yield management
G-7	Review group booking procedures
G-8	Describe scheduling and payroll
G-9	Describe inventory control
G-10	Review safety and security issues

Line H: Housekeeping Management - 2 weeks

Course	Learning objective
H-1	Describe the basic housekeeping procedures
H-2	Use safety practices
H-3	Describe standardization and productivity scheduling
H-4	Prepare inventory control
H-5	Describe applications of the Workers' Compensation Act in the workplace
H-6	Describe the British Columbia Employment Standards Act
H-7	Describe the British Columbia Human Rights Act

Line I: Promotions & Event Planning - 3 weeks

Course	Learning objective
I-1	Demonstrate effective organizational skills
I-2	Describe fundraising methods

Course	Learning objective
I-3	Prepare a sponsorship outline
I-4	Prepare a volunteer recruitment and retention plan
I-5	Prepare an event management plan
I-6	Perform a mock event

Line J : Marketing, Media & Public Relations - 3 weeks

Course	Learning objective
J-1	Describe the art of advertising and publicity
J-2	Prepare a marketing plan
J-3	Perform a sales ad campaign
J-4	Outline procedures in dealing with media
J-5	Prepare media contact list
J-6	Prepare and distribute press releases
J-7	Prepare media kits
J-8	Arrange press conferences
J-9	Perform a mock press conference
J-10	Arrange a media event

Line K: Practicum - 4 weeks

Time Frame

September - December (15 weeks)
• Introduction to Tourism - 4 weeks
• Entrepreneurial Tourism - 3 weeks
• Communications & Human Relations - 3 weeks
• Computer Basics - 3 weeks
• Basic Accounting - 2 weeks

January - April (17 weeks)
• Food & Beverage Operations - 5 weeks
• Front Office Management -4 weeks
• Housekeeping Management - 2 weeks
• Promotions & Event Planning - 3 weeks
• Marketing, Media & Public Relations - 3 weeks

May (4 weeks)
• Practicum - Under normal conditions, students will be placed at various locations throughout the Fraser Valley.

36 Weeks of Total Training

Methods

The Hospitality Event Planning Program will be an "Entry-Level" program, operating on a "Training-Day" format, which is five hours per day, five days per week. The program is 36 weeks long, starting in September and ending in May.

The program is divided into 11 modules and each module contains a varying number of learning objectives. Students will be expected to attend full-time and each day will consist of lecture and practical applications. The last module is a practicum whereby a student will be placed at various businesses throughout the Fraser Valley. The content and format has been designed following the input and advice of many businesses in this industry.

PLAR

Prior Learning Assessment is not achievable in a program such as this, because of the extensive training times and content being covered. However, if seats become available the upgrading policy may apply.

Textbooks & reference materials

No material will be required from the library. Students will be expected to purchase the required textbooks from the UCFV Bookstore. Some reference material might be purchased by the program and housed in the dedicated classroom.

Supplies/materials

Students should budget $200 for supplies and materials.

Student evaluation

For the Hospitality Event Planning program, tests are administered by the instructor.

Test Results

1. The passing mark for all tests is 70%. If your score on a test is less than 70%, it is your responsibility to contact the instructor to rewrite that test within 10 school days or sooner, at the instructor's discretion and convenience.

2. Failure to accomplish a rewrite within the designated time frame could result in failure of the test, and subsequent failure of that module.

3. Passed tests cannot be re-written to increase marks.

Rewriting Tests

1. Marks from both your first write and your re-writes will be averaged and that average must be 70% or greater to pass.

2. You may rewrite the test only if there is a mathematical opportunity for you to achieve an average mark of 70% on the two attempts. A mark of less than 40% on the first write will result in failure of the test and subsequent failure of that module.

3. If you fail to achieve an average mark of 70% or greater on your first and second writing, you will be allowed to rewrite a third and last time, but only if there is a mathematical opportunity for you to achieve an averaged mark of 70% or greater for all three tests.

4. If after the third attempt your averaged mark is still less than 70%, that section of the program will be recorded as "No Credit" and UCFV's Training Certificate will not be issued to you and you may be withdrawn from the program.

Missed Tests

The instructor may exercise the option of reducing your mark by 5% if you are not in attendance to write a previously scheduled test.

Note: Before any attempts to rewrite a failed exam, the instructor may choose to assign additional studies, practice tests, or practical assignments. The instructor is under no obligation to review any test with a student, regardless of a pass or fail.

4.5   Science – Biology concentrations

Cellular and Molecular Genetics concentration

In addition to the courses required for a Biology major, this concentration requires completion of the following:

Depth requirements
4 courses (14–16 credits) from:
- BIO 325
- BIO 350
- BIO 402
- BIO 403
- BIO 405
- BIO 406
- BIO 420x (appropriate topic)
- BIO 408 or 409 (appropriate topic)

Breadth requirements
One course from Ecology:
- BIO 310
- BIO 330
- BIO 340
- BIO 390
- BIO 410
- BIO 420c
- BIO 420x (appropriate topic)
- BIO 430

One course from Organisms:
- BIO 301
- BIO 303
- BIO 304
- BIO 305
- BIO 306
- BIO 307
- BIO 308
- BIO 360
- BIO 420b
- BIO 420e
- BIO 420x (appropriate topic)
- BIO 470

Ecology concentration

In addition to the courses required for a Biology major, this concentration requires completion of the following:

Depth requirements
4 courses (14–16 credits) from:
- BIO 310
- BIO 330
- BIO 340
- BIO 390
- BIO 410
- BIO 420c
- BIO 420x (appropriate topic)
- BIO 430

Breadth requirements
One course from Cellular:
- BIO 325
- BIO 350
- BIO 402
- BIO 403
- BIO 405

- BIO 406
- BIO 420x (appropriate topic)
- BIO 408 or 409 (appropriate topic)

One course from Organisms:
- BIO 301
- BIO 303
- BIO 304
- BIO 305
- BIO 306
- BIO 307
- BIO 308
- BIO 360
- BIO 420b
- BIO 420e
- BIO 420x (appropriate topic)
- BIO 470

Biology of Organisms concentration

In addition to the courses required for a Biology major, this concentration requires completion of the following:

Depth requirements
4 courses (14–16 credits) from:
- BIO 301
- BIO 303
- BIO 304
- BIO 305
- BIO 306
- BIO 307
- BIO 308
- BIO 360
- BIO 420b
- BIO 420e
- BIO 420x (appropriate topic)
- BIO 470
- BIO 408 or 409 (appropriate topic)

Breadth requirements
One course from Ecology:
- BIO 310
- BIO 330
- BIO 340
- BIO 390
- BIO 410
- BIO 420c
- BIO 420x (appropriate topic)
- BIO 430
- BIO 408 or 409 (appropriate topic)

One course from Cellular:
- BIO 325
- BIO 350
- BIO 402
- BIO 403
- BIO 405
- BIO 406

- BIO 420x (appropriate topic)
- BIO 408 or 409 (appropriate topic)

4.6 History

History major requirements

Note: Credits from HIST 301 will count toward the North American area; credits from HIST 300 may be counted toward any one of these areas, but HIST 300 and HIST 301 may not be counted toward the same breadth area. Credits from HIST 401 will not be counted for the purpose of the breadth requirement.