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# Community Development Student Handbook



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Last Revised: September, 2017

## Mission

The Community Development Program at Acadia University develops professional leaders who are critical and insightful thinkers as well as creative problem solvers. They are committed to promoting healthy, socially responsible, and environmentally sustainable lifestyles and communities in a broad range of human service organizations.

## Table of Contents

Mission .....	1
Table of Contents .....	2
Message from the Head .....	4
SECTION 1 - Introduction .....	5
Welcome.....	5
Our Mission Statement .....	5
Our Vision .....	5
The Community Development Profession .....	6
Occupations in Community Development .....	7
Academic Structure of the University .....	8
History of the Community Development Program .....	8
Acadia University .....	10
SECTION 2 - Contact Information .....	11
Faculty of Professional Studies .....	11
Community Development Head and Administrative Assistant .....	11
Community Development Faculty.....	12
Part-time Faculty.....	13
Professor Emeritus .....	13
Adjunct Faculty .....	13
Librarian.....	13
SECTION 3 - Students & Faculty Roles .....	14
Role of a Community Development Student .....	14
Student Representatives .....	14
Acadia Community Development Council (ACDC).....	15
Faculty of Professional Studies Student Planning Committee .....	15
Role of a Faculty Member .....	16
SECTION 4 - Academic Selection .....	16
Undergraduate Calendar .....	17
Course Selection .....	17
Additional Fees .....	17
Academic Standards .....	19
Procedures concerning infractions of academic integrity .....	20
Attendance at Classes and Laboratories.....	20
SECTION 5 - Curriculum Planners .....	21
Important Notes for the Curriculum .....	21
Bachelor of Community Development .....	22
Bachelor of Community Development with Environmental Sustainability Studies .....	23
Non-Credit Requirements .....	24
SECTION 7 - Honours Program .....	25

S E C T I O N 8 - R e g i s t r a t i o n .....	26
Prepare .....	26
Meet .....	26
Register .....	26
Help .....	27
Terms .....	27
S E C T I O N 9 - L i b r a r y .....	28
S E C T I O N 10 - E m a i l A c c o u n t s .....	29
S E C T I O N 11 - C o u r s e O u t l i n e s .....	29
S E C T I O N 12 - T e a c h i n g A s s i s t a n t s .....	29
S E C T I O N 13 - C o n v o c a t i o n .....	30
S E C T I O N 14 - S c h o l a r s h i p s & A w a r d s .....	30
Dean's List Scholar .....	30
The Freda N. Wales Memorial Scholarship .....	30
The Alex Wright Memorial Award .....	31
James Bayer Memorial Award .....	31
The University Medal .....	31
S E C T I O N 15 - U n i v e r s i t y S e r v i c e s .....	31
University Services .....	31
Athletics .....	32
Campus Programs .....	32
Computer Support .....	32
Financial Assistance .....	33
Student Resource Centre .....	33
The Writing Centre .....	33
S E C T I O N 16 - M a s t e r s P r o g r a m .....	34
The Masters Program .....	34
Admission Requirements and Procedures .....	34
Application Deadline .....	34
Acadia Graduate Student's Association .....	35

## Message from the Head



Welcome to the Department of Community Development, and for many of you, to Acadia University. You have just joined an enthusiastic, knowledgeable and supportive “community” of students, staff and faculty committed to making your participation in our program a rewarding and successful academic and personal development journey.

Faculty and staff are here to support your efforts to build a successful academic and personal development career while at Acadia. One of those initiatives to support you is the publication of this manual. This manual is your starting point for making decisions about your academic choices throughout the program’s duration, for reviewing important academic and university regulations, and finding out where to go for additional information that will help ensure that you stay on track.

Your ultimate success depends on your own initiative, your willingness to work hard, and the goals you establish for yourself while at Acadia. Some of you will already have clearly defined career goals while others will be just beginning to explore theirs. We expect that some of you, as you are introduced to new academic and professional experiences will radically alter your professional goals while others, for the first time, will formulate a career path. A common theme that we hope to nurture in all our students is a passion for your chosen career and life direction.

Regardless of your starting point, we want to support you in reaching your full potential and maximize your university experience while at Acadia. As you begin the process of selecting courses and in time a focus for your study, I encourage you to take full advantage of the academic, professional and social opportunities that come your way. A carefully chosen balance is key to a successful Community Development and Acadia University education that will serve you well as you move on in your professional life after graduation.

Please take time to review this manual’s contents, and return to it frequently as questions and issues arise. Checking through the manual is often an important first step as it usually saves yourself and staff time. Each student in Community Development is assigned an academic advisor. Be sure to find who yours is and set up an initial meeting. Even if you have no initial concerns, developing a one on one relationship with your advisor is an important early step. Don’t stay a stranger.

If you encounter academic or personal issues, please don’t delay in seeking assistance. If you want to check in with me as Head, or Denise, our Departmental Administrative Assistant, please note that they have access to my schedule and can set up a meeting with me.

In closing I wish you every success in our program and look forward to getting to know you.

Sincerely

Glyn Bissix, Ph.D., Professor and Head, Department of Community Development.

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## SECTION 1 - Introduction

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### Welcome

We would like to welcome you to Acadia University and the Community Development Program. Your journey at Acadia will be an exciting, vigorous, and enjoyable part of your life. You will begin to create a network with fellow students, faculty and professionals in your field that will be very valuable in the years to come.

Our program student handbook is not intended to replace Acadia's Undergraduate Calendar. This handbook is meant to act as a quick reference guide to help students become familiar with our department, the university and their degree program. You should become familiar with Acadia's Undergraduate Calendar. If you do not have a Calendar you can access it online or by visiting the Registrar's office.

We hope that you find this handbook useful and we wish you success in the Community Development Program.

### Our Mission Statement

The Community Development Program at Acadia University develops professional leaders who are critical and insightful thinkers as well as creative problem solvers. They are committed to promoting healthy, socially responsible, and environmentally sustainable lifestyles and communities in a broad range of human service organizations.

### Our Vision

The Acadia Community Development Program is a renowned hub of engaged and inspired teaching, scholarship and community service focused on developing healthy, socially responsible and environmentally sustainable lifestyles and vibrant communities. Our graduates are well grounded in community development theory, professional skills and a personalized liberal education that instills key core values that guide ethical decision-making in a complex world. Many of our graduates lead in a variety of challenging community development situations while others apply their expertise in diverse and demanding human service settings. Our core professional values are:

- Environmental stewardship
- Social responsibility
- Active healthy lifestyles

All are actualized through civic engagement.

While earning a degree in Community Development, our students will:

- be engaged learners with a thirst for knowledge, who take an active role in facilitating their education,
- be respectful of peers, professors, the university, and the community,
- embrace the privilege that higher education affords them and take advantage of opportunities for formal and informal learning,
- care about themselves, their personal development, and the quality of their work,
- learn to care about other people and embrace diversity,
- explore and develop their values and view of the world and become motivated and armed with the knowledge and tools to act accordingly,
- become engaged with community and the profession

As Graduates of Community Development, our graduates will:

- apply their education to enhance the quality of life for others through their professional work and civic engagement
- support Acadia University as proud and involved alumni
- foster professional opportunities for current students and act as ambassadors for prospective students, for potential civic engagements students and faculty and for identifying meaningful research opportunities.

### The Community Development Profession

Community Development is a human service field requiring professionals dedicated to, and passionate about assisting communities and individuals in achieving well-being and realizing their potential.

The breadth and scope of the field is extensive and those possessing the requisite skills and knowledge can gain rewarding employment in a variety of professional settings. The provision of community development services is a major government responsibility and is an



important function of commerce and industry as well as the third sector—the non-governmental agencies dedicated to improving peoples' lives. Community Development entails a comprehensive network of programs, services, infrastructure, and professionals dedicated to improving the lot of communities, organizations and people in general. Our graduates help make this happen.

Within government, community development professionals provide support services such as advocating for improved housing and transportation, fairer distribution of governmental services, and advocacy for marginalized groups and individuals. In the recreation management field community developers provide park and facility management, special event planning, sport leadership, and cultural arts administration among others. The community development services field also includes a myriad of not-for-profit organizations such as youth services support, seniors programming, environmental advocacy, support for individuals with special needs, and a broad range of special interest groups providing programs and services to meet the needs of specific target groups. Various societal institutions including schools, universities, municipalities, not-for-profits, correctional institutions, and medical facilities rely on the services of community development professionals offering programs and services to communities and clients. Recent growth has been dramatic and the field offers challenge, excitement and job satisfaction for those with university preparation.

### Occupations in Community Development

There are a wide range of careers for which the Community Development degree is seen as a preferred entry level professional qualification. These include various roles in municipal government, health promotion, special events planning, youth and community programming, outdoor and adventure education, community sport, and environmental education to name a few. The strength in the degree is the diversity of opportunities available to them, although it is important for all students to tailor their study focus to their future career goals. This is especially important during a student's third and fourth years of study in the program.

Professional careers in Community Development include:

Community Developer • Recreation Manager • Community Teacher/Educator • Youth Development Programmer • Programmer for Persons with Challenges • Seniors Promotion and Services Specialist • Health Promotion & Active Living Specialist • Arts and Culture Promoter • Event Planner and Marketer • Outdoor Adventure Specialist • Community Planner • International Community Development Officer • Ecotourism Entrepreneur • Camp Director or Programmer • Fitness Centre Manager • Sustainability Planner • Tourism



Promoter • Small Business Owner • Social Entrepreneur • Corporate/Agency Team-builder • Environmental Educator • NGO/Government Service Programmer • Criminal Justice Programmer • Community Facilities Manager • Wilderness Guide • Park Interpreter or Manager • Tourism Promotor • University Services Programmer.

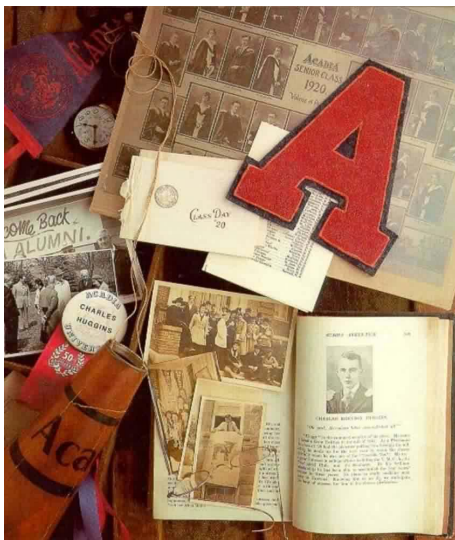
### Academic Structure of the University

The Department of Community Development is an academic unit in the Faculty of Professional Studies. In addition to Community Development, there are three schools. They are: The Fred C. Manning School of Business Administration, The School of Education, and The School of Kinesiology. Each School has a Director and our Department, Community Development, has a Head, all of whom report to the Dean of the Faculty of Professional Studies.

Policy making within the Department of Community Development is the responsibility of the Departmental Faculty Council, which meets regularly throughout the academic year.

Membership of the Council consists of all full-time Community Development faculty, staff members, and one student representative. Student issues are brought to Council by the student representative via ACDC (Acadia Community Development Council).

### History of the Community Development Program



The Community Development Program has transitioned through a number of changes over past decades to respond to evolving societal needs and priorities. Originally, our academic unit was part of the Department of Physical Education and Recreation.

The initial journey to today's program structure began in the fall of 1890 when a new gymnasium was built at Acadia. In 1910, an introductory and required course in physical education was established for all students in the University. From 1911 until 1914 all first-year students were required to take the Physical Training course as a requirement for a Bachelor of Arts degree. During World War One the course was eliminated but was reestablished in 1921. At that time, all first and second year students were required to take this course for the Bachelor of Arts and Bachelor of Science degrees.

In the early 1920's the Department of Physical Education was formed within the Faculty of Arts. In September 1969, the name was changed to the Department of Physical Education and Recreation which offered a Bachelor of Science in Recreation and Physical Education. In June 1974, the Department changed its name to the School of Recreation and Physical Education. Later that year Senate approved the establishment of a master's degree in Recreation. In 1997 the School changed its name to the School of Recreation Management and Kinesiology to reflect a stronger emphasis on professional education for Recreation majors and a stronger emphasis on science for the Kinesiology major.

In 2008 the name of the Recreation Management program was expanded to become the "Recreation Management and Community Development Program". In 2013 we transitioned to become the Acadia University Community Development Program that reflected a number of interconnected factors:

- a broadening and shift in the profession such that recreation management is now viewed as a component of community development and community services.
- a realization that many of our graduates are well qualified for, and ably served in challenging community development positions in a broad array of agencies upon graduation.
- A recognition of the priority that the degree program places on community development and community engagement, which is reflected in the course offerings, student experiences and in faculty research and expertise.

## Acadia University

Located in Wolfville, Nova Scotia, 100 kilometers northwest of Halifax, Acadia University, was founded in 1838. The University has earned a national and international reputation for scholarship in the arts, sciences, and several professional fields.



Acadia University embarked some time ago on a major evolution in learning through the Acadia Advantage, an academic initiative that integrates the use of notebook computers into the undergraduate curriculum. While other universities have followed Acadia's lead, Acadia remains at the leading edge of this teaching and learning initiative. It is an exciting undertaking that enhances the university's teaching and learning environment, and continues a tradition of innovation that has made Acadia a leader in undergraduate education.

Considered one of the leading undergraduate focused universities in Canada, Acadia offers students a unique opportunity to experience a fully rounded university experience that combines outstanding academic programs with a diversity of extracurricular activities. The university's small-town location and predominately residential character encourages personal growth through close contacts with peers and professors, through participation in intramural and intercollegiate activities, and through a wide variety of cultural programs.

The university is situated on a campus of 100 hectares and features 31 major buildings including 12 residences which house over 1700 students, the largest on-campus population in eastern Canada. At the heart of the University is the Vaughan Memorial Library which contains over one million titles and has an extensive electronic reach.

Acadia offers students more than 200 different degree combinations leading to degrees, diplomas, and certificates in the disciplines comprising the Faculty of Arts, Faculty of Pure and Applied Science, Faculty of Professional Studies, and Faculty of Theology. Within these faculties many specialized programs are offered. Each Faculty is headed by a Dean who coordinates the work of each Faculty.

## SECTION 2 - Contact Information

### Faculty of Professional Studies

Dr. Ann Vibert Acting Dean, Faculty of Professional Studies Location: GOD 104 Phone: 902-585-1597 Email: <a href="mailto:ann.vibert@acadiau.ca">ann.vibert@acadiau.ca</a>	Rosie Hare Administrative Assistant Location: GOD 103 Phone: 902-585-1597 Email: <a href="mailto:rosie.hare@acadiau.ca">rosie.hare@acadiau.ca</a>
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### Community Development Head and Administrative Assistant

Dr. Glyn Bissix Head Community Development Location: 24 Highland Ave. Phone: 902-585-1123 Email: <a href="mailto:glyn.bissix@acadiau.ca">glyn.bissix@acadiau.ca</a>	Denise Bonnell Administrative Assistant Location: 24 Highland Ave. Phone: 902-585-1677 Email: <a href="mailto:denise.bonnell@acadiau.ca">denise.bonnell@acadiau.ca</a>
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## Community Development Faculty

Contact Information	Research Interests
Dr. Glyn Bissix Professor Location: 24 Highland Ave. Phone: 902-585-1123 Email: <a href="mailto:glyn.bissix@acadiau.ca">glyn.bissix@acadiau.ca</a>	Community Based Integrated Resource and Environmental Management Community Design & Active Living Community Sustainability Natural Parks Management
Dr. John Colton Professor Location: 24 Highland Ave. Phone: 902-585-1160 Email: <a href="mailto:john.colton@acadiau.ca">john.colton@acadiau.ca</a>	Sustainable Tourism/Indigenous Tourism & Community Development Social Acceptance/Engagement Strategies for Renewable Energy Development Sustainable Community Development Strategies
Prof. Mary Sweatman Lecturer Location: 24 Highland Ave. Phone: 902-585-1122 Email: <a href="mailto:mary.sweatman@acadiau.ca">mary.sweatman@acadiau.ca</a>	Community-University Partnerships supporting Service Learning Social Transformation through Community Engagement Leisure Ed. for Mental Health & Wellbeing
Dr. Alan Warner Associate Professor Location: 24 Highland Ave. Phone: 902-585-1562 Email: <a href="mailto:alan.warner@acadiau.ca">alan.warner@acadiau.ca</a>	Environmental Educ. & Nature Interpretation Sustainable Food Systems Community Sustainability Education Community Youth Leadership Team Building & Group Facilitation
Dr. Gabrielle Donnelly Assistant Professor Location : 24 Highland Ave. Phone : 902-585-1920 Email : <a href="mailto:gabrielle.donnelly@acadiau.ca">gabrielle.donnelly@acadiau.ca</a>	Participatory Leadership & Comm. Engagement Social Creativity and Innovation Complexity Theories Futures Studies International Development
Prof. Scott Hennigar Instructor Location: AAC 385E Phone: 902-585-1724 Email: <a href="mailto:scott.hennigar@acadiau.ca">scott.hennigar@acadiau.ca</a>	Adventure Education & Youth Development Outdoor Activities & Healthy Lifestyles Outdoor Education & Technical Skills Expedition Planning and Behaviour Risk Management in the Outdoors

### Part-time Faculty

Contact Information	Teaching/Professional Interests
Prof. Oonagh Proudfoot <a href="mailto:oonagh.proudfoot@acadiau.ca">oonagh.proudfoot@acadiau.ca</a>	Physically Active Living

### Professor Emeritus

Dr. Susan Markham-Starr Professor Emeritus Email: <a href="mailto:susan.markham@acadiau.ca">susan.markham@acadiau.ca</a>	Dr. Brenda Robertson Professor Emeritus Email: <a href="mailto:brenda.robertson@acadiau.ca">brenda.robertson@acadiau.ca</a>
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### Adjunct Faculty

Dr. Brian Vanblarcom, Professor & Head Department of Economics Acadia University	Dr. Edith Callaghan, Professor School of Business Administration Acadia University
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### Librarian

Anthony Pash  
Librarian  
Location: VML 426  
Phone: 902-585-1734  
Email: [anthony.pash@acadiau.ca](mailto:anthony.pash@acadiau.ca)

## SECTION 3 - Students & Faculty Roles

### Role of a Community Development Student

As a student in a professionally oriented degree program, Community Development students must not only be effective university level learners in the traditional sense, that is being capable of understanding, critiquing, and synthesizing course material; they must also acquire the necessary attitudes, knowledge, skills and competencies to be an effective practitioner in this human service field.

In addition to attending classes and completing required assignments, students are expected to participate in, and contribute to learning and professional development opportunities outside of the formal course structure. Students should become actively involved with professional and voluntary associations such as the Acadia Community Development Council, The Acadia Community Farm, Acadia Tidal Energy Institute, Brigadoon Village, Collective Joyful Action for Change, Community Sector Council of Nova Scotia, Ecology Action Centre, Engage Nova Scotia, ESST student council, Fundy Energy Research Network, Heartwood Community Youth Development, Habitat for Humanity, Horizons Community Development Associates, Kings Regional Rehabilitation Centre, Kentville Parks and Recreation, L'Arche Homefires Community, MacPhee Centre for Creative Learning, the Nova Scotia Division of the Canadian Mental Health Society, The Red Door - Youth Health and Support Centre, Recreation Nova Scotia, Ross Creek Centre for the Arts, Wolfville Farmer's Market, Youth Art Connection, and The Youth Portal.

Community Development students often assume key leadership roles on campus with organizations such as the student representative council, various advocacy, environmental, cultural, sport, and recreation clubs, campus special events, the SMILE Program and within the University Residence System.

Through the years spent in the Community Development program, students will spend many hours on evenings and weekends organizing various types of activities on a volunteer or paid basis.

### Student Representatives

Community Development students have representatives on major decision-making groups within the Faculty. There is a representative on the Community Development Program Council, the Faculty of Professional Studies Council, and the Faculty Planning Committee.



These students are volunteers selected in a consultative process involving faculty and students.

### Acadia Community Development Council (ACDC)

The Acadia Community Development Council (ACDC) is a professional student organization dedicated to supporting the aims of the Department, providing professional development for students and creating opportunities for community building among students and faculty. Each year, ACDC undertakes a wide variety of initiatives aimed at achieving the following objectives.

- to be aware of, and to be responsive to issues related to this field.
- to promote the benefits of community development through leadership and voluntarism.
- to develop kinship between students and professionals through networking opportunities.
- to facilitate professional development opportunities.
- to promote the Community Development program.

Each year, ACDC undertakes a wide variety of initiatives aimed at achieving its objectives.

### Faculty of Professional Studies Student Planning Committee

The Faculty of Professional Studies Student Planning Committee consists of nine members; two students from each of Business, Education, Community Development, Kinesiology and the member of the Acadia Students Union representing the Faculty of Professional Studies.

#### **SPC Mandate:**

- To make recommendations based on the mission statement and supporting objectives of the Faculty of Professional Studies and Acadia University;
- To foster collaboration and cooperation among the Student Societies within the Faculty of Professional Studies to identify common issues and resolutions across the Schools and Department;
- To identify opportunities, plan events that will contribute to the welfare of students' professional and educational experiences;

- To establish specific plans and priorities for the allocation of funds in support of student professional development;
- To elect two members to represent this Committee on the Faculty Planning Committee;
- To act as a conduit for information on various initiatives between the Faculty and the student body of the professional Schools within the Faculty of Professional Studies.

### **Application for Professional Development Funds:**

Each year the Student Planning Committee allocates funding toward enhancing the professional development of students within the faculty. Individuals or groups can apply for financial assistance. Requests will be evaluated on a first come/first served basis. See the Faculty of Professional Studies website for specific criteria and procedures for fund application.

### **Role of a Faculty Member**

To become a tenured faculty member at Acadia University, an individual generally needs to complete a Ph.D. That requires at least eight years of university education. Teaching courses is the most visible role that faculty play, however, they also must engage in considerable scholarly activity such as conducting research and publishing to contribute to the body of knowledge in our field. Faculty is also required to assume leadership roles on various committees both within the University and within professional organizations.

One additional role that faculty members assume is that of an advisor to students. Advising does not mean making decisions for students about matters such as course selection. Rather, it means that a faculty member is available for students to discuss academic matters such as those presented in the University Calendar and Program Handbook. When students are familiar with the contents of these documents, the efficiency and effectiveness of time spent between a student and advisor can be greatly enhanced.

Faculty members have a responsibility to be well versed in the current knowledge of their teaching areas. Beyond this, they strive to present knowledge in an interesting and challenging way. In most courses faculty attempt to provide a balance of theory and application, and use varied teaching strategies to enhance the learning experience.

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## **SECTION 4 - Academic Selection**

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## Undergraduate Calendar

As an undergraduate student, you are responsible for reading and becoming thoroughly familiar with Acadia's Undergraduate Calendar for her/his program year. The undergraduate calendar is your contract with the university. You can access an electronic copy from the Registrar's website. You can also obtain a hard copy by visiting the Registrar's office.

Some of the most important sections you need to become familiar with are:

- The Calendar dates
- Academic Policy and Regulations
- The Community Development Program of Study
- Course descriptions and prerequisites for core and elective courses

## Course Selection

***Students are responsible for their course selection and registration.*** The Acadia University Calendar is available to assist with this process. The University Calendar is the official contract between you, the student, and Acadia University. Generally, students must complete the prescribed courses as outlined in the University Calendar in the year they entered the Community Development Program. However, as curriculum requirements do change, students may elect to graduate with the program requirements in the academic year in which they entered, or the year in which they graduate. It is therefore necessary for students to carefully keep in mind the appropriate calendar program requirements to select their courses.

It is important for you to note that Faculty and Staff are not responsible to know which specific curriculum an individual student is following so students must take full responsibility to ensure that they select the appropriate set of courses, according to their official Calendar program.

The Registrar's office is the only body empowered to approve any course substitution and approval is only granted for extenuating circumstances. In order to avoid problems at graduation time, students are advised to read the appropriate University Calendar carefully, to be fully aware of the degree requirements as outlined in "their" University Calendar, and to keep records of the course work completed as they progress through "their" program.

## Additional Fees

In addition to regular tuition, supplies, and residence fees paid to the university, Community Development students are responsible for fees associated with all non-credit degree requirements, field trips, and expeditions. There is a \$100 program fee levied to each Community Development student (BCD students) each academic year. Students who are registered in the BCD with ESST program are also levied an additional \$50 per year for a total of \$150 to cover the extra costs of field courses and experiential activities conducted in the ESST Program.

**Academic Standards**

Students in the Community Development program are expected to maintain a grade point average of 2.0 in the required Community Development courses (a C- or better is the minimum required course grade), and students must be aware of the minimum graduation requirements for their particular degree program.

A grade of C- or better is required in all courses in the Management Core.

Students should familiarize themselves with the university regulations regarding academic probation and dismissal which are in the Acadia University Calendar, 2017-2018, pg 56.

The Acadia University Calendar states that:

Academic integrity demands responsible use of the work of other scholars. It is compromised by academic dishonesty such as cheating and plagiarism. A student who is uncertain whether or not a course of action might constitute cheating or plagiarism should seek the advice of the instructor involved.

- Cheating is the copying or the use of unauthorized aids or the intentional falsification or invention of information in any academic exercise.
- Plagiarism is the act of presenting the ideas or words of another as one's own. Students are required to acknowledge and document the sources of ideas that they use in their written work.
- Self-plagiarism is also a form of plagiarism. It is the presentation of the same work in more than one course without the permission of the instructors involved.
- A student who knowingly helps another to commit an act of academic dishonesty is equally guilty.

Penalties are levied in relation to the degree of the relevant infraction. They range from requiring the student to re-do the piece of work, through failure on that piece of work, to failure in the course, and to dismissal from the university.

**Procedures concerning infractions of academic integrity**

- Faculty members, after informing their director/head and contacting the student involved, shall attempt to determine the personal responsibility of the student and impose any penalties where appropriate.
- The student can appeal the faculty member's decision to the department director/head and, if still not satisfied, to the dean.
- The student can appeal the dean's decision to the Vice-President Academic who shall inform the student of his/her decision as to the student's personal responsibility and the penalty imposed.
- A student has the right to appeal the decision of the Vice President (Academic) to the Senate Committee on Academic Discipline. Students have the right to have legal counsel when appearing before this committee.
- Technology Services and the Vaughan Memorial Library publish policies for the use of university computer facilities, both hardware and software and the use of the university library and its resources. Violation of these policies, or other abuse of university computer facilities, will be dealt with in the same manner as other forms of cheating or as a non-academic offence. For the dedicated purpose of inter-institution loan and document delivery services, patron records may be stored on a remote database. Some violations may also lead to criminal prosecution. It is the students' responsibility to familiarize themselves with the Technology Services policies.

**Attendance at Classes and Laboratories**

The Community Development faculty members consider class attendance to be important and often use class participation as part of student evaluation. Students are advised to maintain exemplary attendance, be well prepared, and actively participate in all classes.

## SECTION 5 - Curriculum Planners

### Important Notes for the Curriculum

\* This is the recommended plan for electives, CODE electives, and Management Core electives. It is strongly recommended that BUSI 1703 be completed as soon as possible, as it is a prerequisite to nearly all other business courses. Other courses can be taken in a different order as long as they are completed before entering the core term.

<i>Recommended BUSI Courses</i>	<i>CODE Electives</i>
<i>BUSI 1053-Intro. General Accounting and Finance</i> <i>BUSI 1703-Introduction to Business</i> <i>BUSI 2413-Introductory Marketing</i> <i>BUSI 2743-Organizational Theory</i> <i>BUSI 3313-Human Resource Management</i> <i>BUSI 3773-Entrepreneurship and Innovation</i> <i>BUSI 4613-Small Business Management</i> <i>BUSI 4773-Social Entrepreneurship</i>	<i>All CODE electives, All KINE Activity labs,</i> <i>KINE 1993-Physically Active Living</i> <i>ECON 3733- Economics of Recreation &amp; Sport</i> <i>ECON 3743 – Economics of Tourism</i> <i>HIST 2283-Environmental History</i>

*\*\*Curriculum subject to change*



## Bachelor of Community Development

Bachelor of Community Development CURRICULUM PLANNER (2017)**	
Year 1	
Fall	Winter
CODE 1013-Foundations of Leadership CODE 1023-Environment & Sustainable Society COMM 1213-Communication BUSI 1703-Introduction to Business BUSI 1700I - Laboratory for BUSI 1703 3h Arts / Science Elective*	CODE 1100 - First Aid & CPR CODE 1033-Community Development CODE 1030I - Laboratory for CODE 1033 BUSI 1053-Introductory General Accounting & Finance 3h CODE Elective* 6h Arts / Science Electives*
Year 2	
Fall	Winter
CODE 2013-Community Program Design CODE 2033-Sustainable Community Development BUSI 2413-Introductory Marketing 3h Art / Science Elective* 3h Elective*	CODE 2023-Community Development Research Methods BUSI 2733- Organizational Behaviour 1 3h CODE Elective* 3h Arts / Science Elective* 3h Electives*
Year 3	
Fall	Winter
CODE 3013-Community Design, Wellness & Active Living CODE 3100 Conference 3h BUSI Course 3h CODE Elective* 6h Arts / Science Elective*	3h CODE Elective* 12h Electives *
Year 4	
Fall	Winter
3h BUSI Course 6h Art / Science Electives* 6h Elective *	CODE 4013-Policy, Planning and Decision-Making CODE 4010-Laboratory for CODE 4013 CODE 4033-Global Issues and Social Advocacy CODE 4059-Community & Professional Engagement

*\*\*Curriculum subject to change*

## Bachelor of Community Development with Environmental Sustainability Studies

<b>Bachelor of Community Development with Environmental Sustainability Studies CURRICULUM PLANNER (2017)**</b>	
Year 1	
Fall	Winter
CODE 1023-Environment & Sustainable Society COMM 1213-Communication ESST 1003 -Sustainability Concepts & Systems BUSI 1703-Introduction to Business BUSI 1700I - Laboratory for BUSI 1703 3h Arts / Science Elective*	CODE 1100-First Aid & CPR CODE 1033-Community Development CODE 1030I - Laboratory for CODE 1033 ESST 1023-Perspectives on Environmental Philosophy, Thought & Practice BUSI 1053-Introductory General Accounting & Finance 3h CODE Elective* 3h Elective*
Year 2	
Fall	Winter
CODE 2013- Community Program Design CODE 2033-Sustainable Community Development BUSI 2413-Introductory Marketing 3h ESST Core Concentration Course* 3h Elective*	CODE 2023-Community Development Research Methods (or ESST 3003 Investigating Sustainability Issues: Research Methods) ESST 2003-Leadership in Sustainability BUSI 2733-Organizational Behaviour 1 3h ESST Concentration Course* 3h CODE Elective*
Year 3	
Fall	Winter
CODE 3013-Community Design, Wellness & Active Living CODE 3100 Conference 3h BUSI Course 3h ESST Concentration Course* 3h CODE Elective* 3h Electives*	3h CODE Elective* 9h ESST Concentration Courses* 3h Electives*
Year 4	
Fall	Winter
ESST 4003-Environmental & Sustainability Studies Project 3h BUSI Course 6h ESST Concentration Courses* 3h Elective *	CODE 4013-Policy, Planning and Decision-Making CODE 4010-Laboratory for CODE 4013 CODE 4033-Global Issues and Social Advocacy CODE 4059-Community & Professional Engagement

**\*\*Curriculum subject to change**

## Non-Credit Requirements

The objective of the non-credit degree requirements is to ensure that students acquire a general appreciation for the nature of their career field, have basic skills essential to that field, and to promote the development of an "esprit de corps" within the program.

### **CODE 1100 Emergency Care**

"Standard First-Aid" and CPR level C or approved equivalent must be completed prior to the second year of study. Students will be required to maintain current certification during their second, third and fourth years.

### **CODE 3100 Conference**

Students are required to attend and participate in a 2-day conference prior to graduation. Your advisor's written approval of the conference must be obtained prior to attendance and a post conference evaluation must be submitted.

#### ***Procedures for CODE 3100 - Conference***

1. Before attending the conference, complete a "conference" form and submit it to your academic advisor or the coordinator of your concentration for approval;
2. Register for the conference;
3. Participate at the conference for a minimum of two full days;
4. Submit the "conference" form, the registration receipt and the conference report to the Community Development administrative secretary.

An approved professional conference will normally....

- be sponsored by a recognized professional organization;
- have a program that covers a variety of topics related to the practice of the profession;
- be germane to the students concentration, if applicable;
- have sessions that cover a minimum of two days;
- be approved in the advance by the coordinator of your concentration or by your Academic Advisor.

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## SECTION 7 - Honours Program

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### Thinking of doing an Honours Program?

The Honours is a challenging program for students who have a particular interest, aptitude, and desire to pursue further learning in a specialty area. Through the honours process, students gain research, problem-solving and advanced writing skills beyond the scope of the regular four-year undergraduate degree. The honours degree includes all the conceptual elements of the Bachelor degree plus a major honours thesis/research project typically completed throughout the third and fourth years. It provides a tremendous opportunity to work one on one with a faculty supervisor.

The Honours Degree acts as Acadia University's official recognition of exceptional accomplishment. This opportunity may be used to prepare for graduate work, to acquire a further qualification in the profession, or to provide a structured avenue for pursuing a chosen area for academic curiosity and to pursue a passionate interest. Honours students are academically successful students who carry out a challenging research project with rigour, depth and excellence.

If you are interested in honours but are not clear on the sort of research project you might like to pursue, talk to a faculty member who broadly shares research interests with you. Do this in your second year or at the start of your third year.

### Degree Requirements

1. You need a faculty member to supervise your honours program work. That individual's ability to supervise your honours program will depend upon the number of students already working with that faculty member, and the match between your proposed topic and the faculty member's expertise and research program.
2. The academic requirements which you must meet are:
  - a) All students - obtaining an entering and a final program GPA of 3.0, as well as a GPA of 3.0 in core courses.
  - b) Community Development students - completion of a research methods course based on the recommendation of the supervisor and the student's research interests (in addition to CODE 2023 Community Development Research Methods (or ESST 3003:

Investigating Sustainability - for BCD with ESST students), and CODE 4996 Honours Thesis.

3. You must request, in writing, a change of program from BCD to BCD (Honours). This is done by first contacting the Community Development Administrative Assistant.

## SECTION 8 - Registration

The registration process can be overwhelming for those that are not well prepared. The Community Development faculty will conduct an academic advising session in March where attendance is required for returning students. You can, however, make appointments throughout the year with your academic advisor. To be prepared for registration for the following academic year you should follow these three steps: prepare, meet and register.

### Prepare

1. Request an Academic Evaluation (PACE) from the Department's administrative assistant.
2. Request a Curriculum Planner Form from the program secretary.
3. Compare the courses you have successfully completed from your Academic Evaluation form (a PACE Form) to the remaining courses required in your program outlined in your Curriculum Planner. This will determine what courses you still require to complete your degree.
4. Create an action plan of what courses you should take in the next academic year. The normal course load for full-time undergraduate students in the fall-winter academic session is thirty credit hours (30h), or fifteen hours (15h) per term.

### Meet

1. Make an appointment with your academic advisor .
2. Take your action plan, Academic Evaluation and Curriculum Planner with you to your academic advising meeting (this is required for you to be eligible to register).

### Register

1. When it's your time to register, beware of the time slots of your core courses in Community Development core and necessary Community Development electives as there are normally no choices of times for these courses. Typically there is little or no choice in time slots for your Management courses either so note their time slots as well and avoid all of these time slots when choosing electives.

2. For BCD with ESST majors also consider the time slots of your required core ESST courses. As a BCD with ESST major, space will be reserved for you in those courses. For ESST concentration courses, however, treat these as key electives where registration is open to non-major and are filled on a first come, first served basis.
3. When it's your time to register online, register for electives and management courses first (keeping in mind and avoiding core course time slots). When selecting electives you should choose 2-3 extra electives just in-case your top choice(s) is (are) full.
4. Having kept core course time slots free, finally register for your Community Development core courses (as a major, there will always be a space reserved for you in core courses as long as you have the appropriate prerequisites).

### Help

If you require assistance during any stage of this process please contact Denise Bonnell by phone at 585-1677 or email at [denise.bonnell@acadiau.ca](mailto:denise.bonnell@acadiau.ca).

### Terms

The following list of terms is provided to assist you in the university registration process.

**Course weight** - you will hear people talking about full courses, half courses, term courses, etc. The official terminology about courses considers their credit weight. Courses are usually worth (weighted as) three hours (3h) or six hours (6h) whereas Kinesiology Activity Courses are weighted as one and half hours (1.5h). Although there are some exceptions, a 3h course normally meets for three hours a week for a term and a 6h course meets for three hours a week over two terms. The meeting time for Activity Courses varies and can far exceed normal hours.

**Credit hours** - also refers to course weight. A 3h course is a half credit and a 6h course is a full credit. We also refer to 3h credits and 6h credits.

**Course numbering** - In the academic calendar a course has a four letter departmental or program code (e.g. for Community Development - CODE) and number with four digits (lab courses have five). In the published course schedule of classes there are two additional characters. The first number (the fifth character in the row) indicates the year of study in which a course is usually taken (e.g. 3 for a third year course); the eighth character indicates the course weight (e.g. 3 for a 3 hour course). In the case of laboratory attached to a course an additional space is used and filled with the letter 'L'. If you have a laboratory course, be sure to keep its time slot free (you cannot take another course in that time slot). In non-laboratory course codes, the ninth character of the course code indicates the course section and the tenth character, indicates the term in which it is

taken - 1 for fall term, 2 for winter term and 0 for both terms. For example, CODE 1023 X1 is a first year course, which is offered in the fall term and is worth 3h credit. CODE 4010 L2 is the lab associated to the CODE 4013 course which is offered in the winter term.

**Core courses**- courses required that must be taken to fulfill the requirements of a degree.

**Elective courses** - courses that count towards the degree but do not fulfill a specified degree requirement.

**Term or semester** - used interchangeably; refers to a period of time. First term is September to December also called Fall semester. Second term is January to April also called Winter semester.

**Calendar** - The Calendar has a list of all the courses that the university offers. Not all courses listed in the Calendar are offered every term or every year.

**Timetable** - the timetable is a list of courses that are being offered in a specific year. You can view the timetable on the Acadia University's website. If courses are highlighted in blue, this indicates that the course is full and likely has a waiting list.

**Course load** - A normal full course load is 30 hours per year, 15 hours per semester.

### Degree requirements -

The Community Development (BCD) degree is compiled of 120 credit hours: 45 hours in required CODE courses, 27 hours in Liberal Education (Arts / Science), 18 hours in Management (Business), 3 hours in Communication, 2 non-credit courses and 27 hours in General Electives (university electives).

The Community Development with Environmental and Sustainability Studies (BCD with ESST) degree requires 120 credit hours. It comprises 48 credit hours of required, core Community Development and ESST courses, 12 hours of Community Development Professional Elective Core courses, 18 hours of management courses, 24 hours of elective courses, and 18 hours of ESST Concentration Courses.

## SECTION 9 - Library



As a centre for information and learning, the Vaughan Memorial Library is dedicated to providing quality resources and services to meet your course information needs. The Library building is located adjacent to the Beveridge Arts Centre (BAC) on the north eastern edge of the Acadia Campus. Its



gateway to information sources can be accessed at: <http://library.acadiau.ca>

Students enrolled in the Community Development program have their own librarian to assist them with course related research. Your librarian, Anthony Pash, can show you how to navigate through library resources and help you find, organize, and cite information for your assignments and papers. When he is unavailable, other librarians can assist you.

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## SECTION 10 - Email Accounts

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When you are an Acadia student you receive an email address that is active even after you graduate. Students' email addresses are the last six numbers of their student identification number followed by their first initial of their last name which is then followed by @acadiu.ca. For example; [018150h@acadiu.ca](mailto:018150h@acadiu.ca).

The faculty email addresses are designed as first name period last name @acadiu.ca, for example; [glyn.bissix@acadiu.ca](mailto:glyn.bissix@acadiu.ca) is the email address for Dr. Glyn Bissix.



There is a distribution list on the Acadia server that includes all current Community Development students. You can email information to [codestu@acadiu.ca](mailto:codestu@acadiu.ca), do remember that there is a size limitation on these emails so large attachments will not be delivered.

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## SECTION 11 - Course Outlines

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We strongly recommend that students keep their course outlines (or syllabi). Several faculty only publish electronic versions. If you attend a different program in the future (perhaps even years down the road in your career) you may be able to use the courses completed at Acadia University as transfer credits to another program, or as a qualification to a second degree. In this case, course outlines help identify whether you have the academic background to meet course requirements in another program.

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## SECTION 12 - Teaching Assistants

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Students in their 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year of study are eligible to apply as Teaching Assistants (TA). These work positions are paid by the university. Usually undergraduate teaching

assistants assist the professor with course preparation and grading assignments. Becoming a TA offers you an excellent opportunity to help develop your leadership competency and build upon your resume while enriching your knowledge of the subject matter.

## SECTION 13 - Convocation



Students in their final year of study must apply with the Registrar's Office to graduate. The deadline to apply is usually the end of July for Fall Convocation and in the first part of December for Spring Convocation. Verification of the exact deadlines should be made on the Registrar's website.

## SECTION 14 - Scholarships & Awards

### Dean's List Scholar

The Dean's list includes the names of the top 5% of non-graduating students by faculty, department or school, registered in 30 hours or more in their first three years of undergraduate study. The selection is made after the undergraduate examination results are available in the spring.

### The Freda N. Wales Memorial Scholarship

The scholarship was established in 1982 by friends and colleagues of Freda Wales (B.Sc. McGill) in memory of a lifetime of dedicated humanitarian service along with a deep commitment to the advancement of outdoor education and all outdoor pursuits. The scholarship is awarded annually on the recommendation of the Director of the School of Kinesiology and Head of Community Development to an individual who is a resident of Nova Scotia, has completed at least two years of a college or university program, and who wishes to pursue a program concentrating in outdoor leadership at Acadia University.

### The Alex Wright Memorial Award

This award was initiated in 1998 in memory of Dr. Alex Wright who was Director of the School of Recreation Management and Kinesiology and a faculty member since the late 1970's. Dr. Wright died in the Spring of 1997. In recognition of his love of scholarship, this award recognizes outstanding commitment to scholarship as demonstrated by graduating students within the School of Kinesiology and the Department of Community Development. Faculty from the School of Kinesiology and the Community Development program choose the recipients of this award.

### James Bayer Memorial Award

James Bayer was a pioneer in the field of recreation in Nova Scotia and was a faculty member and Dean of the School of Recreation and Physical Education 1975-85. This award was started by his students in his memory when he died from cancer at age 47. The James Bayer Award is a plaque awarded annually to a graduating student in Community Development for expressed qualities of leadership, fellowship, and professionalism. The recipient of the award is chosen annually by members of the graduating class.

### The University Medal

The University Medal in Community Development is awarded to the graduating student who has the highest average in Community Development provided that she/he has an "A" average.

## SECTION 15 - University Services

### University Services

Of particular importance to your life as a student at Acadia University is familiarity with services the university provides that may assist you. Take some time to learn how to effectively use the Library and Technology Services. Drop into the Campus Counselling Centre to find out about assistance in study skills, time management and career counselling, and locate your Student Council office and services in the Student Union Building. Also, the University Medical Centre is located in the ground floor of Dennis House (west doors). Website: [www.acadiau.ca](http://www.acadiau.ca)

## Athletics



Acadia University is a member of the Canadian Interuniversity Sport (CIS) and a member of Atlantic University Sport (AUS). Acadia's varsity teams compete annually for regional and national championships in women's and men's basketball, women's and men's swimming, men's football, men's hockey, women's soccer, women's volleyball, women's cross-country and women's rugby. The University is proud of its strong athletic tradition, with a number of conference and national championships to its credit.

Varsity and club sports are conducted in university facilities which include: two gymnasias, a stadium for soccer, football and rugby competitions, an arena with an Olympic-sized ice surface, a quarter-mile track, a swimming pool and several practice fields for football, soccer and rugby. Acadia's athletic program dates back to 1875 and has gained nationwide and international recognition as a competitive and successful athletic program.

Website: [www.acadiau.ca/sports](http://www.acadiau.ca/sports)

## Campus Programs



The Campus Programs Department co-ordinates an extensive program of recreation and leisure opportunities. Programs are offered in competitive intramural sports, recreational activities, sports clubs, special events, and fitness activities. Clinics, workshops and "open" scheduled times in the facilities are also featured.

## Computer Support

The User-Support Centre provides students with support for computer hardware and software issues.

Website: <http://ts.acadiau.ca/>



### Financial Assistance



The Financial Aid office provides budgeting consultations support to locate resources for a variety of financial issues and acts as a liaison with the Student Assistance Office for Student Loan Issues on your behalf.

Website: <http://www.acadiau.ca/prospective/finance/financial.html>

### Student Resource Centre

Getting through university successfully can pose a number of personal challenges. Some students experience *stress* due to the adjustments required by their studies and the multiple demands on their lives. Common issues students identify are feeling *worried*, *anxious* or *depressed*, having relationship problems or underachievement in their studies. Counselling is available for supportive or problem-solving assistance for *academic*, *vocational*, *emotional*, *personal* or *social* concerns. Counsellors help explore these issues and assist students to work toward achieving the goals they have set for themselves. The Centre provides Acadia students the opportunity to discuss in a private and relaxed atmosphere, *any personal, career, or academic concern*. Most students can benefit from seeing a counsellor at some point in their university experience.

Other Services: Academic Interest Testing, Academic Support Programs, Career Interest Testing, Crisis Intervention, Depression & Anxiety Help, Access Acadia - Learning Disabilities, Disability Resource Facilitator, Eating Disorder Assistance, and Mental Health Information.

### The Writing Centre

The Acadia Writing Centre offers support with writing skills providing tutorials, workshops, a resource library and specific writing needs.

Website: <http://www.acadiau.ca/writingcentre/>



## SECTION 16 - Masters Program

### The Masters Program

The Master of Recreation Management degree at Acadia University was first introduced in 1976 and after a layoff for a number of years was reinstated in 2000.

The Master of Recreation is a small intake program oriented to research and advanced professional preparation. The program normally enrolls no more than two highly qualified students each year. The program is very demanding both academically and professionally. Graduate students will be expected to have well-developed academic skills including strong writing and oral skills, and well developed interpersonal skills. Every graduate student is required to write a thesis and complete a professional or teaching practicum. Master of Recreation students benefit from a close association with their faculty advisors and other faculty involved in the Community Development Program. The relatively small size of Acadia University means that graduate students can gain relatively easy access to faculty in other departments throughout the University for assistance with their academic coursework and research.

### Admission Requirements and Procedures

Candidates for admission to the graduate programs of Acadia University must possess an Honours degree, or a four year Bachelor's degree, or its equivalent, from an approved university. Candidates must have at least a B- average in the courses taken in the major in the last two undergraduate years. This program will normally take 2 years to complete.

### Application Deadline

This deadline is February 1, if a candidate wishes to be considered for possible funding from Acadia University for the upcoming academic year. Normally the last day for receiving applications to begin study in September is March 15.

### **Acadia Graduate Student's Association**

The heart of any graduate program is the quality of graduate student peers and the competency of the faculty and thesis supervision. Acadia's Master of Recreation students have developed a tradition of mutual support that challenges each student to excel. Acadia University also has a very active Graduate Student Association that provides continuous mutual support on a number of academic and other concerns. The Association is represented on the Acadia Senate and on other key decision-making committees on campus including the Senate Committee on Research and Graduate Studies. The Association also provides important academic support to undergraduate students throughout the University.