

School of

Health and Human Performance

Undergraduate Handbook

BSc Health Promotion
BSc Kinesiology
BSc Recreation – Therapeutic
BSc Recreation / BManagement



**DALHOUSIE
UNIVERSITY**

Inspiring Minds

Table of Contents

About Dal and the School of HAHP	1
Course and Curriculum Information	2
Program Requirements	2
Independent Studies	2
Honours	3
Internships	3
Criminal Record Check	3
Letters of Permission	4
Academic Integrity / Plagiarism	4
Written Assignment Information	4
Academic Standing / Probation / Dismissal	5
INC or ILL Grades	5
GPA Calculation	6
Advising	6
School Grading Chart	7
Registration	8
Normal Workload	8
Overload	8
Courses/Timetables	8
Deadlines	8
Adding/Dropping Courses	8
Transfer Credits	9
General Information	9
Web Sites to Remember	9
Information To Keep	9
Appeals	9
Copyright	10
Grading Policy	10
Accommodation Policy	10
Interprofessional Learning	10
Faculty Evaluation	11
Students with Disabilities	11
Graduation	11
International Exchange	11
Financial Aid	12
Awards	12
School/University Facilities and Student Services	16
Student Association	17
FAQs	17
School Contact List	21

DALHOUSIE UNIVERSITY

Dalhousie University is a leading national university with an international reputation in professional, undergraduate and graduate education. It has an enrolment of approximately 15,000 full and part-time students. Dalhousie is an equal opportunity and affirmative action educational institution. Its academic policies and practices are guided by a respect for diversity and are designed to encourage access, support, and opportunity for women, visible minorities, First Nations people, and persons with disabilities.

Administratively, academic programs at Dalhousie are grouped in Faculties. Each Faculty is administered by a Dean, who is responsible for running the Faculty programs. Academic programs in a Faculty may be organized within Schools or Departments. A School will be administered by a Director while a Department is administered by a Chair. Dalhousie is made up of the following Faculties: Architecture and Planning, Arts and Social Sciences, Computer Science, Dentistry, Engineering, Graduate Studies, Health Professions, Law, Management, Medicine, Science, and Henson College.

FACULTY OF HEALTH PROFESSIONS

The School of Health and Human Performance is situated in the Faculty of Health Professions. Other Schools and Colleges that make up the Faculty are: the School of Social Work, the School of Nursing, the School of Physiotherapy, the School of Occupational Therapy, the School of Human Communication Disorders, the School of Health Services Administration, the QEII - Dalhousie School of Health Sciences, the College of Pharmacy, the Disability Management Program, and the Clinical Vision Science Program.

SCHOOL OF HEALTH AND HUMAN PERFORMANCE

A Bit of History...

Since the inception of the School of Physical Education in 1966, this academic unit has undergone many changes that led to expansion of program offerings at the undergraduate and graduate levels. In 1998, the School was renamed the School of Health and Human Performance to reflect the diversity of programs and the renewed focus of the School on health and well-being.

The School currently offers the following degree programs: Bachelor of Science (Health Promotion); Bachelor of Science (Kinesiology); Bachelor of Science (Recreation) - Therapeutic; Bachelor of Science (Recreation)/Bachelor of Management; Master of Arts (Health Promotion); Master of Arts (Leisure Studies); and Master of Science (Kinesiology). All undergraduate degree programs also offer an honours option to which students may apply in the term prior to their final year.

For more detailed information on programs, please refer to the Dalhousie Calendar under the heading **Health and Human Performance** or visit the School web site at www.hahp.healthprofessions.dal.ca.

School Mission Statement

To develop professionals and scholars who can generate, disseminate and apply knowledge to advance health and human performance.

We do this by offering undergraduate and graduate programs as well as by conducting research in health promotion, kinesiology and recreation/leisure studies.

Administration

The School of Health and Human Performance is administered by a Director. There are three departments - Health Promotion, Kinesiology, and Leisure Studies, each of which has a Chair to oversee each program area. There is also a Graduate Coordinator who oversees graduate programs. Feedback and suggestions for improving the undergraduate programs, or problems associated with programs and regulations should be brought to the attention of the Chair of the appropriate program area.

COURSE AND CURRICULUM INFORMATION

Program Requirements

Each degree program has required courses listed on the program of study form. Students are advised to take the courses in the order outlined on each program of study form to avoid scheduling and pre-requisite conflicts. Transfer students should see the HAHP advisor for advice on which courses they should register for.

In addition to the program area core courses, each degree will also consist of required courses in other areas at the university as well as elective courses. Some electives will have a designated focus and others will be open electives. The electives required allow the student to explore other subject areas at the university to allow for a well-rounded education.

Independent Studies

Students who wish to pursue in-depth studies in areas not available through regular courses may inquire about an Independent Study. A student may register for a six credit hour or a three credit hour Independent Study and can only count a maximum of six credit hours of independent study credits toward his/her degree. Independent studies are not available for all students as a faculty member must be willing to direct the course. For more information on how to pursue an Independent Study, students should see an advisor or faculty member.

All Independent Studies must receive ethical approval before any data collection may start. Faculty advisors should refer to the Terms of Reference Research Ethics Board for the School of Health and Human Performance for the ethical review guidelines.

Honours

Undergraduate students who may wish to pursue graduate study or are interested in conducting research should consider applying for admission into the Honours Program. This program requires a higher quality of work culminating in an Honours Thesis, which is an original piece of research completed under the supervision of an advisor. The requirements for admission into the program are listed in the Dalhousie Academic Calendar and on the School web site at www.hahp.healthprofessions.dal.ca. Students should review those requirements well ahead of application since there are specific course prerequisites to be completed. For students who have already graduated, Honours Conversion is currently available for all undergraduate degree programs.

The following are the steps to follow if you are considering the Honours Program:

1. By the end of your second year you should start thinking about the program. An honours information session will be held each year and you should attend if you are interested.
2. Talk to potential advisors in the area in which you may wish to do your work.
3. Check to ensure that you will have completed all the course prerequisites by meeting with the Student Services Administrator to go over the application form and requirements.
4. When the application form is completed, submit this with all required information to the Honours Coordinator by November 15th (for Health Promotion or Recreation students) or April 1 (for Kinesiology students) of the year prior to your graduating year.

Acceptance into the program is contingent upon a faculty member willing to serve as your honours thesis advisor, which is why you should start inquiring during your second year.

Internships

The Health Promotion and Recreation programs have internship requirements in the fourth year. Students may want to prepare for these experiences by volunteering with the agencies they are considering for their internship, or working with these agencies during the summers leading up to the internship. For further information on possible internship locations contact Shirley Wheaton, Administrative Secretary at 494-1204 (Stairs House) or contact the Internship Coordinator. You can also view some internship information on the HAHF web site.

Criminal Record Check

Students and prospective students in the Faculty of Health Professions at Dalhousie University should be aware that a satisfactory criminal record check or other screening procedure may be required by facilities outside the University used for clinical, fieldwork, or co-op placements or experiences related to an academic course assignment, which, in some instances, may be a requirement for graduation. Students should also be aware that some professional regulatory bodies may require a satisfactory record check as a condition of professional licensure.

Letters of Permission

A letter of permission is required for students registered at Dalhousie to take classes at another university for credit toward the Dalhousie degree. This form is available on the Dalhousie web site (www.registrar.dal.ca/forms) . Approval for the class, by the School, must be obtained before registering at the other institution. Only students in good academic standing will be permitted to take classes on a letter of permission and permission is not normally granted for courses that can be taken at Dalhousie. The student should consult with his/her advisor to ensure that the course chosen is applicable to the program of study.

Academic Integrity, Intellectual Honesty, Plagiarism, and Fraud

The Senate of Dalhousie University approved a Code of Student Conduct which outlines the responsibilities of students as members of the University. Please refer to the section on Code of Student Conduct in the Dalhousie University Calendar.

Other pertinent information contained in the calendar includes Intellectual Honesty, Examples of Academic Offenses, Discipline, and Academic Dishonesty. Students should recognize that these matters are considered very serious issues at Dalhousie University and all students should take time to read through this section of the calendar to become familiar with regulations, guidelines, and policies.

Plagiarism and fraud will not be tolerated.

Dalhousie University defines plagiarism as the presentation of the work of another author in such a way as to give one's reader reason to think it to be one's own. Plagiarism is a form of academic fraud. Plagiarism is considered a serious academic offense which may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree. In its grossest form plagiarism includes the use of a paper purchased from a commercial research corporation, or prepared by any person other than the individual claiming to be the author.

Self plagiarism is the submission of work by a person which is the same or substantially the same as work for which he or she has already received academic credit (Dalhousie Calendar).

If you are unsure about the correct referencing procedure, be sure to check with your professor.

Written Assignments

Students are expected to follow the form and style detailed in each individual class. Please be aware that not all courses will follow the same referencing style so students must ensure they become familiar with what each course requires. Improperly referenced assignments can sometimes be seen as plagiarized material with potentially serious penalties. It is in the students' best interests to ensure that they are familiar with the formats required and if unsure, to always contact the professor of the course in which the assignment is required.

Academic Standing, Academic Probation and Dismissal

Academic Standing

A cumulative GPA of 2.00 or higher is required to be in good academic standing. When the GPA falls below a 2.00, students will be placed on academic probation or will be academically dismissed.

Academic Probation

Students with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least four full credits will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their subsequent term GPAs are at least 2.00. Students will be returned to "good standing" when they achieve a cumulative GPA of 2.00 or above. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least four full credits will be academically dismissed for a 12-month period.

Students on probation who do not achieve a term GPA of 2.00 or greater will be academically dismissed for a 12-month period.

Students who have been academically dismissed will not be allowed to apply for readmission for at least twelve months. Students who have been academically dismissed for the first time and have subsequently been readmitted after an absence of a 12-month period may re-register on probation.

Faculty of Health Professions students who have been academically dismissed twice will not be allowed to apply for readmission to that particular program.

INC or ILL Grades

An INC (Incomplete) grade indicates that a student has not completed all course work. Incomplete work must be completed and marked by the dates stated in the Calendar. If the work is not completed, the mark stays as INC or is changed to an F and has a grade point value of 0.00 - a failing grade.

An ILL (compassionate reasons/illness - with medical certificate) is neutral and does not affect the GPA. In order to remove an ILL from the transcript, the student must make arrangements with the professor to complete the course at Dalhousie within the time period specified in the Calendar.

Calculation of Grade Point Average

To calculate your grade point average (GPA), you need to know the letter grade you received, as well as the number of credit hours assigned to the course. A detailed chart of the Health and Human Performance grading chart can be found on the following page.

In the following example, a student received the following grades.

	Grade	Grade Point	Credit Hours	Total (Grade value x credit hours)
HIST 2001.03	A	= 4.0	x 3	= 12.0
ENGL 1000.06	B-	= 2.7	x 6	= 16.2
FREN 1050.06	C	= 2.0	x 6	= 12.0
BIOL 1000.06	A	= 4.0	x 6	= 24.0
STAT 1060.03	F	= 0.0	x 3	= 0
PHYC 1100.06	C+	= 2.3	x 6	= 13.8
	Total	= 30		78.0

GPA calculation: $\frac{\text{Total Value (Grade value x credit hours)}}{\text{Total Credit hours}} (78.0 / 30 = 2.60)$

ADVISING

At the School of Health and Human Performance, there is a staff advisor for all students in undergraduate programs from first year until graduation – the Student Services Administrator (SSA). Students can see their advisor as often as they wish to discuss issues such as degree requirements, career possibilities, advice when having difficulty with their courses, and many other topics. Students may also discuss other topics with the SSA as the SSA can often refer students to other appropriate resources on campus or beyond.

The advantage of having an advisor solely for students in our programs is that there is always one central location to visit when students have questions or need advice. If the SSA isn't the person to provide assistance in certain circumstances, the person in this position can normally always suggest the appropriate person to visit next. The SSA is also the person to see if a student becomes ill and needs a liaison between him/her and his/her professors or if there is a personal circumstance that may prevent a student from being able to attend classes.

SCHOOL OF HEALTH AND HUMAN PERFORMANCE GRADING SCALE

Grades	Numeric range (100)	GPA	Norm-referenced	Criterion referenced
A+	90-100	4.30	Excellent, outstanding performance	Considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter; evidence of extensive knowledge base.
A	85-89	4.00		
A-	80-84	3.70		
B+	77-79	3.30	Very good, clearly above average	Evidence of grasp of subject matter; some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.
B	73-76	3.00		
B-	70-72	2.70		
C+	65-69	2.30	Average performance	Evidence of some understanding of the subject matter; ability to develop solutions to simple problems; benefiting from his/her university experiences.
C	60-64	2.00		
C-	55-59	1.70		
D	50-54	1.00	Clearly below average performance; barely passing	Evidence of minimally acceptable (except in programs where a minimum grade of "C" is required) familiarity with subject matter, critical and analytical skills.
F	< 50	0.00	Unacceptable performance	Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills, limited or irrelevant use of the literature.
INC		0.00	Incomplete	
W			Neutral and no credit obtained	Withdrew after deadline
ILL			Neutral and no credit obtained	Compassionate reasons, illness
P			Neutral	Pass
T			Neutral on admission	Transfer credits

REGISTRATION

Specific registration information can be found on the University web site www.registrar.dal.ca. All registration for courses is online at www.dalonline.dal.ca.

Normal Workload

A full workload for the academic year is 5 full credits (30 credit hours or 15 credit hours per term). Students registered for 3 full classes (18 credit hours) or more are considered to be full time students at Dalhousie.

For students who may be considering summer school, a full course load is 12 credit hours. Six credit hours are allowed in the spring term (May/June) and six credit hours are permitted in the summer term (July/August).

Overload

Students who wish to exceed the normal workload of 15 credit hours per term (or 6 credit hours in the spring or summer terms) must apply for permission from the School (students should see the Student Services Administrator). Such permission will not be granted for students in their first year of study or any other student who does not have a cumulative GPA of 3.0 or higher. Special permission may be granted to students who have not achieved a GPA of 3.0 *only if the student is in his/her graduating year*.

Courses/Timetable

All required courses are listed on the program of study forms. Once students receive their program of study form they should first check the timetable on the web to see when each course is scheduled and then register. Students must complete required courses first and should avoid taking courses out of sequence to prevent timetable conflicts and pre-requisite issues. Students can contact an advisor if they have questions about course selection.

Registration Deadlines

Students must make themselves aware of the important registration deadlines that are listed in the calendar. Dates for late registration are listed as well as the last day one may withdraw from a class without a penalty. Students should ensure they register at the earliest possible time for best choice of course selection.

Add/Drop Procedures

Students who wish to change courses after registering may make course changes online at www.dal.ca/online. Normally, class changes are only allowed during the first two weeks of classes. The last dates for dropping and/or adding classes are listed in the academic calendar. After the listed dates, students are not permitted to add classes and are not permitted to drop classes unless there is an extenuating circumstance; any such circumstance can be discussed with the student's advisor.

Transfer Credits

Once transcripts have been assessed by the Registrar's Office and courses appropriate for transfer credit identified, the student will be notified by letter from the Registrar's Office. There is a maximum limit of courses that can be transferred and students should note that only courses that are applicable to the degree at Dal will be transferred. As well, only courses for which a student received a C or better are transferable.

GENERAL INFORMATION

Web Sites

Students can access the Dalhousie University Calendar and the most current timetable online at **www.dalonline.dal.ca**.

For School of Health and Human Performance information, the web site is **www.hahp.healthprofessions.dal.ca**.

Information to Keep

Students should obtain and keep copies of the following:

- **Course outlines for courses completed**
- **Downloaded copy of web registration**
- **Program of study forms to monitor course completion sequence**

These documents are extremely important and you will need them in future. In effect, they are the University's "contract" with the student. Whether you dispose of your class materials at the end of the term, of the year, or of the decade, you should ensure you keep your course outlines. If you ever begin another program or need to prove to anyone the content of courses you completed (i.e. for transfer credits or to obtain certification), this information is contained in the Calendar and the course outlines and it is your responsibility to keep these documents somewhere safe and accessible. There is no guarantee that the School or the University will keep archives of past course outlines or other materials.

Appeals and Grievances

If a student has an appeal or grievance, the student should first attempt to work out a solution with the other party involved (i.e., the faculty member if the appeal is related to a course).

If it is an administrative matter and cannot be resolved, the next step is to appeal to the School of HAHP Committee on Studies. Students can find information on the School web site about the process involved (www.hahp.healthprofessions.dal.ca). The Committee will meet to discuss the nature of the appeal, at which time the student has the right to appear before the Committee, if desired. The Chair of the Committee on

Studies will then inform the student of the Committee's decision. If the student is not satisfied with the result she/he may either consult with the Director or appeal to the Faculty of Health Professions Committee on Studies.

If the appeal is of an academic nature (i.e., appealing a grade on an assignment), the student must submit an official appeal through the Registrar's Office if they have already tried to work out a solution with the professor of the course. For current information on the process, please refer to the academic calendar.

If the grievance is one of sexual harassment or discrimination then the Sexual Harassment Advisor or the Ombud's Office should be contacted.

Copyright

The University has entered into an agreement with CanCopy. This means that copyrighted material can be made available to students. Copies of articles can be put on reserve at the Libraries, from which a student may make a single copy for personal use. Copies of articles can also be distributed in classes; however, the cost of duplication, plus a royalty fee, will be added. The articles must also clearly indicate that they are from copyrighted material.

Grading Policy

The School of Health and Human Performance has accepted a grading guideline which recognizes both the norm-referenced and the criterion-referenced perspectives on performance. In keeping with this guideline, this handbook outlines the grading and numerical equivalents that have been accepted by the School to be used in all courses.

Accommodation Policy

Students must realize that, while we encourage activities outside of academics, courses are your first priority and no accommodation will be made for scheduling around activities of personal interest. As well, students should remember to not book flights or travel information home for holidays and breaks until they have confirmed their schedule as exam dates will not be changed. The only exception to this policy is for documented issues such as health issues or bereavement issues.

On occasion, a student must deal with the passing of a family member. The School will be understanding when a student must take a short leave but this policy is only in the case of the death of an immediate family member. In such cases, documentation may be requested and if the student advisor is notified, notice can be sent to your professors with a request to accommodate, if possibly, upon your return.

Interprofessional Learning

The Faculty of Health Professions is involved with the Faculties of Dentistry and Medicine in interprofessional learning - an opportunity for undergraduate students in each of these professions to participate in learning that emphasizes working in interprofessional teams. This is a graduation requirement and it is the student's responsibility to ensure that they have completed this requirement by the time of graduation.

Student Evaluation of Faculty

At the end of each semester, students are asked to evaluate the faculty member responsible for each course taken. This is one of the few formal mechanisms that students have to give faculty and the Director feedback. A faculty member is given tenure and moves through the University ranks by being assessed by his/her peers both within the University and in the broader academic community. Part of the assessment includes student evaluations, which are taken very seriously. Raw scores are included in a faculty member's teaching dossier in addition to signed written comments.

When you are completing the course evaluation, the faculty member should not remain in the room, but designate an individual to monitor the process and ensure that the completed forms are returned to Shirley Wheaton, Administrative Secretary. Any student may write anecdotal comments which are rendered anonymous by the Administrative Secretary before being passed on to the faculty member. These typed comments are recorded as signed or unsigned and there is a notation about how many of these comments are attributable to a single individual. AT NO TIME IS THE STUDENT'S NAME RELEASED TO THE PROFESSOR!

Students with Disabilities

Dalhousie University is committed to providing equal opportunity for qualified students with disabilities and to providing equal educational opportunities and full participation for students with learning disabilities. For further detail on Dalhousie's policies, please refer to the academic calendar.

Students with permanent or temporary disabilities who would like to discuss classroom or exam accommodations are asked to contact the Office of Student Accessibility and Accommodation (OSAA), located in the Mark Hill Accessibility Centre, located adjacent to the Killam Library.

Intent to Graduate Form

Students in their final year who are eligible to graduate must complete an Intent to Graduate Form and submit it to the Registrar's Office by the appropriate deadline for either May or October convocation - deadlines are listed in the academic calendar. Forms are available at the Registrar's Office and on the Registrar's Office web site at www.registrar.dal.ca. The students' transcripts are forwarded to the School for review and confirmation of eligibility to convocate is given by the School.

International Student Exchange Opportunities

Many university-wide exchange opportunities are available through International Student and Exchange Services. Students from any program are eligible to take part in an exchange, providing they find suitable arrangements and courses at the university abroad.

For more information on location options, please contact Dal's International Student Exchange Services, located in the Killam Library. To ensure that courses at the university abroad are suitable for transfer back into your HAHP program, please consult your advisor.

FINANCIAL AID

Dalhousie Bursaries

For information about Dalhousie bursaries, please consult the Dalhousie University Calendar under the heading Dalhousie Bursaries or visit the Financial Aid office located in the Henry Hicks Academic Administration building. Applications can be obtained in the Registrar's Office.

Short-Term Loans

Dalhousie University has a temporary loan program available for students with short-term financial difficulty. These loans have a short interest-free period, after which interest will be charged. At the time of application, proof of ability to repay the loan is required. For further information refer to the Temporary Loans Section of the Dalhousie University Calendar. Applications can be obtained at the Registrar's Office.

Scholarships

For further information on scholarships please refer to the Dalhousie University Calendar or make an appointment to speak with a staff member in the Student Awards and Financial Aid office located in the Henry Hicks building.

Online

Immediate access to a database of thousands of scholarships, bursaries, fellowships, grants and other financial awards is available at the following address: www.studentawards.com.

SCHOOL OF HEALTH AND HUMAN PERFORMANCE STUDENT AWARDS

Students are eligible for various awards during their years at Dalhousie. Below you will find a list of awards and the conditions attached to the award.

Canadian Association for Health, Physical Education, Recreation, and Dance Award

This award is presented to a second or third year student who has demonstrated a significant involvement in the SAHHPPer organization and by so doing, has demonstrated a commitment to the advancement of professional principles supported by CAPHERD. The award recognizes outstanding undergraduate student leadership in a health related field.

The award consists of a CAHPERD student membership for one year as well as a Student Award Certificate. In addition, a free CAHPERD conference registration is given to the recipient should they choose to attend the annual conference. The award is generally presented at the convocation breakfast in May.

Canadian Society for Exercise Physiology Undergraduate Student Award

The CSEP/SCPE Undergraduate Student Award recognizes excellence in academic achievement among undergraduate students. The award is offered in all Canadian universities that offer an undergraduate degree in physical education, human kinetics, or related disciplines. The recipients shall be graduating students who achieve the highest academic standing in their undergraduate class in the scientific portion of the curriculum.

The award is in the form of a medallion and a citation suitable for framing. One award shall be granted at each university and all students are automatically considered for the award.

Denton Hurdle Memorial Bursary

This bursary honours the memory of Denton Gordon Clifford Hurdle, BPE '80, and provides financial assistance to a Bermudian student enrolled at Dalhousie University.

The bursary is valued at approximately \$2000/year (renewable) to a Bermudian citizen attending Dal who meets the following criteria:

Preference is given to graduates of Warwick Academy and to students enrolled in the School of Health and Human Performance. The recipient must have achieved a minimum GPA of 3.0 in the Bermuda Secondary School Certificate.

The recipient must have demonstrated a capacity to contribute to the University community through qualities of leadership and athletic ability. The bursary is renewable in the subsequent years of the student's academic program, provided that he or she maintains satisfactory academic standing.

Selection of a recipient is made by the Awards Office at Dalhousie. Deadline for nominations is December 31st of each year.

Dr. Hugh A. Noble Award

Each year, the Dr. Hugh A. Noble award is presented to one of the graduands from the School of Health and Human Performance. The award was created in honour of Dr. Hugh A. Noble, whose contribution made the award possible. The criteria for selection of the recipient reflects Dr. Noble's feelings about qualities important to success in our profession. The criteria are:

Citizenship - voluntary involvement and contribution to one's community

Leadership - voluntary involvement in a leadership role(s) in professional activities

Academics - high cumulative GPA for the last four terms in the program as a full-time student

Faculty and students are invited to submit nominations for this award but in so doing, must supply background material for the first two criteria in as much detail as possible. Nominations are submitted to the Director of the School of Health and Human Performance by April 30 of each year.

Freda Wales Memorial Scholarship

As a tribute to the outstanding contribution that Freda Wales made to the development of the outdoor recreation field in Nova Scotia, a one-time scholarship program has been established in her memory. The purpose is to ensure that the work begun by Freda will continue.

The value of the award is \$500 and is for a duration of one academic year. The award is designed for an individual who has successfully completed two years of college or university and is pursuing a program specializing in outdoor leadership at Dalhousie University.

Consideration will also be given to certain others who wish to take an appropriate related course at Dalhousie University, such as:

A practicing professional in education or recreation programming, or other professional who has demonstrated leadership and interest in the development of outdoor activities in his or her occupation in Nova Scotia.

An active volunteer who has demonstrated leadership in the development of outdoor activities in Nova Scotia and who wishes to further develop his or her competency.

This scholarship is designed for a resident of Nova Scotia and for the benefit of Nova Scotians. Preference will be given to an applicant who can demonstrate that his or her new skills will be used to benefit the province and its citizens. Applications should be sent to the Director of the School of Health and Human Performance, Dalhousie University, Halifax, NS, B3H 1T8. Deadline for applications is April 30.

John C. Pooley Sportsmanship Award

This award is presented to a person who enhances the sport he/she participates in or has assisted in its development. The award, therefore, is not limited to varsity athletes.

To be eligible for this award, a student must be nominated by five other students who believe he/she has contributed to the evolution of a sport in which he/she participates (e.g., students in activity courses, varsity sport, community programs, blind sport, etc.). Students who nominate a person have to identify the characteristics the student has demonstrated, such as leadership skills, ability to develop cohesion in the group, ability of the person to communicate effectively, and demonstration of fair play. The nominated student should be registered in one of the programs in the School of Health and Human Performance.

The award is presented to a person who exhibits the true spirit of the sport, who enhances the sport in which he or she participates, and/or who has assisted in its development. Being an elite athlete is not a requirement; demonstrating positive values in the practice of sport is.

Deadline for nominations is April 30.

Leisure Research Congress Award

This award is provided by the Fifth Canadian Congress on Leisure Research. The purpose is to finance an annual award of \$500 to an undergraduate student graduating from the Bachelor of Science (Recreation) program. The recipient will be expected to have a cumulative GPA of "B" (3.00) or higher and to have a demonstrated aptitude for research related to recreation and leisure. Faculty members will be asked to submit top-ranked papers by March 31 each year. The program area faculty members will then collectively read and decide which paper is deserving of the award.

Annual disbursement will not exceed income from the endowed principal. The recipient is selected by an ad hoc committee consisting of three Leisure Studies faculty members.

Matthew Knox Award

This award is in recognition of the first Rhodes Scholar from the School of Health and Human Performance, Matthew Knox, BScKinesiology 2005. The Rhodes Scholarship, established in 1902, is the oldest of the international study awards available to Canadian students. Of the 85 Dal students to have won the award since its inception, Matthew Knox is the first ever recipient from Dal's Faculty of Health Professions.

The same criteria for the Rhodes Scholarship will be used as guidelines in the determination of appropriate prospective student recipients in the School of Health and Human Performance for the Matthew Knox Award. These include high academic achievement, integrity of character, a spirit of unselfishness, respect for others, potential for leadership and physical vigor. These are directed at fulfilling Cecil Rhodes' hopes that Rhodes Scholars would make an effective and positive contribution throughout the world.

Nominations will be invited via distribution to students and faculty within the School. Deadline for nominations is April 30.

Dr. M.J. Ellis Award

In view of Dr. M.J. Ellis's interest in research and his attempts to interest undergraduate students in this endeavor, this award is made to commemorate his term as Director of the School of Physical Education. The award is presented to the graduating undergraduate student(s) who has/have demonstrated a definite interest in research as shown by involvement in several research projects.

The criteria for the award include involvement in some or all of the following:

- research projects as part of course work
- completion of one or more directed studies
- research assistance to faculty

The award is presented annually to a student graduating from one of the four undergraduate degree programs in the School of Health and Human Performance. The award recognizes exceptional interest and ability in research. Nomination deadline for this award is April 30.

VII Pan American Wheelchair Games Award

The purpose of this award is to encourage excellence in study in the area of leisure and recreation for the disabled. The award is valued at \$500 and is given to one student per academic year.

Eligible students are those entering their third or fourth year of study at the undergraduate level in the School of Health and Human Performance at Dalhousie University. Candidates must be Canadian citizens or permanent residents of Canada and must be specializing in the area of recreation and leisure for the disabled. Academic achievement will be the major criterion for selection but demonstrated professional capability in this area will also be a selection criterion.

Candidates will be selected by the Executive Committee, consisting of the Director, Associate Directors, and Administrative Officer. All students in the appropriate programs will be considered automatically.

Women's Division - Dalhousie Alumni Association Medals

These medals are awarded to graduating students in each of the three undergraduate degree areas in the School of Health and Human Performance on the basis of cumulative GPA over the last four complete terms of study at Dalhousie. Students are automatically considered for these medals.

SCHOOL AND UNIVERSITY FACILITIES AND STUDENT SERVICES

Computing Facilities

Computers are available for student use in many labs on campus as well as the Learning Commons in the Killam Library. Wireless is also available around campus. Students wishing to purchase their own computers are encouraged to visit PCPC (Personal Computer Purchase Centre) on campus where discounts are available.

Libraries

The Dalhousie University Library System is made up of the following libraries: the Killam Memorial Library (Humanities, Social Science, and Sciences), the Sir James Dunn Law Library, and the Kellogg Health Sciences Library. Dalhousie libraries participate in Novanet, a network online catalogue which lists holdings at a number of University, College and Hospital libraries across Atlantic Canada.

Photocopying

Photocopiers are available at the libraries on campus - please contact the libraries for information on costs.

Student e-mail accounts

Students must have an active Dalhousie email account in order to register for classes. Students should be aware that email is an official means of communication at Dalhousie and many official notices will be sent via email; email accounts should be checked at least daily and cleared of unnecessary email to ensure messages can get through.

Student Services

There are a number of Student Services available on campus, including areas such as Athletics and Recreational Services, Dalplex, the Bookstore, Student Counselling and Psychological Services, Health Services, Housing and Conference Services, Registrar's Office, Writing Workshop, the Ombud Office, Black Student Advising, Advising for Students with Disabilities, Chaplaincy, International Student Centre, the Student Employment Centre, Tutoring, and the Volunteer Bureau.

For more information on these services and others offered at Dal, please refer to the Dalhousie University Calendar under the heading Student Services or visit Student Services Office on the main floor of the Killam Library. The office is located to your right as you enter the main entrance of the library. You can also view a list of services at www.studentservices@dal.ca.

Tiger Patrol

Tiger Patrol is a service on campus that provides for a safe walking escort and security patrol services on campus. This service is open to all people who want to be escorted home.

This service is available from early September until late April and the hours are from 6:00 pm - 12:30 am. A shuttle bus service is also available.

For additional information regarding this service please call the Security Office at 494-6400 or the Dalhousie Student Union at 494-1106.

STUDENT ASSOCIATION OF HEALTH AND HUMAN PERFORMANCE (SAHHPer)

SAHHPer is the undergraduate students' organization that represents your interests to the School of Health and Human Performance, the Faculty of Health Professions, and Dalhousie University. SAHHPer has been a voice for students since 1968.

Some goals include getting as many students involved as possible, increasing student (and public) awareness about the degree programs, encouraging a sense of professionalism in our students (by getting involved), to provide a forum for learning experiences outside of the classroom (conference, volunteering, local venues), and to meet people and have a lot of fun during the year.

Getting Involved

There are many opportunities to get involved in the School — outside of daily classroom experience there is a whole world of learning that takes place and students are an integral part of this. Each year and program within the School has a SAHHPer rep and students are encouraged to contact their representative for information.

For the latest update on SAHHPer reps, please visit the HAHP web site at www.hahp.healthprofessions.dal.ca.

Student Representatives on Faculty/School Committees

At the beginning of each academic year, the undergraduate students from each degree program elect a coordinator who serves on the undergraduate Program Area Committee. The SAHHPer President also sits as an undergraduate student representative on the Committee of the Whole. An undergraduate student representative sits on the School's Curriculum Overview Committee as well. These representatives act as sources of information for the committee and a liaison between the faculty and undergraduate students. They guarantee that views of undergraduate students are represented. Student representatives may propose motions and vote.

FREQUENTLY ASKED QUESTIONS

QUESTION:

I am in my second year of university (or third, etc.) - why am I considered by Health and Human Performance to be a first year student?

ANSWER:

The designation of first year student is based only on how long you have been at our school, so if you've done two years in a BA program and are transferring in, you are first year in our school. This is just to assist us in keeping track of when students started. For the Registrar's office, your year of classification depends on how many credit hours you have. So, if you did two years of a BA and then got into a program at HAHP and transferred in all two years worth of credits you are technically entering your third year overall. If you only transferred in 30 credit hours (the equivalent of one full-time year), you would technically be entering your second year of credits in the program. So, don't worry about being called a "first year" student - this only explains how many years you have been a student in our particular school.

QUESTION:

How often should I see an advisor?

ANSWER:

It is recommended that you see your advisor at least once a year, and more if circumstances arise.

A yearly check to make sure that your credits are on track can go a long way to make sure there are no bumps in the road toward graduation. If you are having difficulty in some area or you have some questions, please see your advisor sooner rather than later because (s)he will have the knowledge necessary to help you or (s)he can guide you to the correct person for your particular issue.

QUESTION:

Who is responsible for making sure I have everything I need to graduate?

ANSWER:

Ultimately, you are responsible for making sure you have what you need. This is easy, however, if you make sure you speak to your advisor each year because (s)he can confirm that you are on track and that you are taking exactly what you need to fulfill your degree requirements.

QUESTION:

Why do some courses I've done elsewhere count toward my GPA and other do not?

ANSWER:

On your record, you may note that there could be varying GPA calculations. If you entered, for example, the Therapeutic Recreation program from high school and stay in that program until graduation, all your marks will count. If, however, you may have started in a BA or BSc program. and then transferred into Health Promotion the year after, you will note that your BA credits are not calculated in your Health Promotion GPA. This is because the Registrar's office calculates GPAs on different levels. BA/BSc credits are one level and Health Professions is another level so if you transfer into the Faculty of Health Professions, your GPA starts over. If, however, you started in Health Promotion and then transferred to Therapeutic Recreation, your credits from Health Promotion will count toward your TR GPA because they are both Health Professions programs. Also, please note that any courses done on exchange in another country may only be counted as PASS/FAIL, meaning they have no effect on your GPA. As well, upon graduation, a manual calculation is completed to include all courses that are counting toward your degree.

QUESTION:

I didn't do very well in my first year but I passed - can I take these courses over again to better my marks?

ANSWER:

You can take the courses over again to get better grades but the first courses you took for which you received low marks do remain on your transcript - they are not erased. As of the 2010/11 year, if you repeat the exact same course (i.e., same course number), the first will remain on your transcript but only the higher grade will count in the calculation of your GPA.

QUESTION:

How do I know which courses have transferred from previous course work?

ANSWER:

When you apply for the program, your previous courses are automatically looked at. When decisions are made about which courses you will receive credit for, you will be notified in writing by the Registrar's Office. If you have questions about this, however, and are not sure which courses you should register for as you come into the program, contact the Student Services Administrator for assistance. You will not receive transfer credit notification from the Registrar for internal transfer credits (i.e., credits which transfer from another Dalhousie program) so check with an advisor if you have questions about these.

QUESTION:

What do I do if I have a conflict with class times?

ANSWER:

If you enter the program from high school and follow the course sequencing as outlined in the program of study form, you should not come across any conflicts. If, however, you are a transfer student or are in another situation where a conflict may be possible, it is best to see your advisor. (S)he can look at all remaining courses and help you figure out how best to schedule your remaining courses. If you do have a conflict, the solution is not to register for both classes and just not go to one of them. Because you are in a professional program, your attendance is expected in your classes.

QUESTION:

How many courses can I take each term?

ANSWER:

A maximum course load for the fall or winter term is five courses. Taking more than this amount requires overload permission from the School.

QUESTION:

My classmates receive email or mail from the department on certain things but I do not get them -why?

ANSWER:

Check your information on Banner - this is where the school gets its contact information for each student. You may, in the case of email, either not have your email address listed or it may be incorrect. You should frequently check and update your personal information in Banner to be sure the School and Dal has your correct contact information.

QUESTION:

I don't agree with a decision by my professor/the School - what can I do about it?

ANSWER:

There are appeals procedures depending on the nature of the complaint. The School has a Committee on Studies that hears appeals on certain issues. There is also a different procedure if you wish to appeal a grade. Thirdly, the Faculty of Health Professions Committee on Studies hears academic appeals beyond the School if the School committee procedures have been exhausted. There is a different process for varying issues so it is best to see your advisor if you are looking to appeal and (s)he can give you the information that you need.

QUESTION:

What is a passing grade for the year?

ANSWER:

This answer can be a bit complicated. The first thing to note is that just because you pass a course does not mean you will get through the year without probation or dismissal. Technically, a passing grade is a D so anything D or higher will constitute a pass in an individual course. That being said, your overall academic standing is what determines whether you can continue in the program from year to year. In order to continue with no issues, you must be in good academic standing and this requires a cumulative (overall) GPA of 2.00 or above. A 2.00 is the equivalent of a C so to be in good academic standing you must have a C average in a sense.

If you wind up with a cumulative gpa of 1.70 - 1.99 this means you will be put on academic probation (see earlier section for details) and a cumulative gpa of below 1.70 would result in academic dismissal (see earlier section for details).

So, for example, if you took five courses, received Ds in all of them, although you would have passed all the courses technically, your cumulative gpa would actually be a 1.00 which would result in an academic dismissal. If you received a D in some courses and also received some Bs and As, though, these higher grades would probably make up for some of the lower D grades and your average, as long as it was around a C overall (i.e., cumulative gpa of 2.0) would keep you in good academic standing.

For further information on GPA calculation and grade issues, please consult an advisor for assistance.

HAHP CONTACT INFORMATION 2011/12

Name	Phone (494-....)	Email	Office Location
Barnes, Lesley Faculty - Health Promotion	1171	lesley.barnes@dal.ca	Stairs
Conrad, Jane Administrative Secretary	2152	jane.conrad@dal.ca	Stairs
Dewey, Sherma Lab Instructor / TA Coordinator	6499	sdewey@dal.ca	Dalplex
Esliger, Dale Faculty - Kinesiology	2477	dale.esliger@dal.ca	Dalplex
Gahagan, Jacqueline Faculty - Health Promotion	1155	jacqueline.gahagan@dal.ca	Stairs
Gallant, Karen Faculty - Leisure Studies	1196	karen.gallant@dal.ca	Studley
Grandy, Scott Faculty - Kinesiology	1145	scott.grandy@dal.ca	Dalplex
Grimshire, Dave Technician	2012	dgrimshi@is.dal.ca	Dalplex
Hamilton-Hinch, Barb Faculty - Recreation/Leisure	3391	b.hamilton-hinch@dal.ca	Studley
Hutchinson, Susan Faculty - Recreation/Leisure	1163	susan.hutchinson@dal.ca	Stairs
Jackson, Lois Faculty - Health Promotion	1341	lois.jackson@dal.ca	Stairs
Keats, Melanie Faculty - Kinesiology	7173	melanie.keats@dal.ca	Dalplex
Kimmerly, Derek Faculty - Kinesiology	2570	dskimmerly@dal.ca	Dalplex
Kirk, Sara Faculty - Health Promotion	8440/1167	sara.kirk@dal.ca	Stairs
Kozey, John Faculty - Kinesiology	1148	john.kozey@dal.ca	Dalplex
Ladouceur, Michel Faculty – Kinesiology	2754	michel.ladouceur@dal.ca	Dalplex
MacGregor, Lois Faculty - Health Promotion & Internship Coordinator	1161	lois.macgregor@dal.ca	Stairs

Name	Phone (494-....)	Email	Office Location
Martin, Debbie Faculty - Health Promotion	7717	dhmartin@dal.ca	Stairs
Matheson, Howard School Administrator	1156	howard.matheson@dal.ca	Stairs
McCabe, John Faculty - Kinesiology	1149	john.mccabe@dal.ca	Dalplex
McGinn, Fred Director	1197	fred.mcginn@dal.ca	Stairs
Numer, Matthew Faculty - Health Promotion	1153	matthew.numer@dal.ca	Stairs
Powell, Tracy Administrative Secretary	1154	tracy.powell@dal.ca	Stairs
Rehman, Laurene Faculty - Recreation/Leisure & Associate Director (Undergraduate)	6389	laurene.rehman@dal.ca	Stairs
Robinson, Lynne Faculty - Health Promotion	1157	lynne.robinson@dal.ca	Stairs
Singeton, Jerry Faculty - Recreation/Leisure	1166	jerome.singleton@dal.ca	Studley
Tirone, Susan Faculty - Recreation/Leisure	4031	susan.tirone@dal.ca	M. Campbell
Tracey Baillie, Heidi Student Services Administrator	3809	htb@dal.ca	Stairs
Unruh, Anita Faculty - School Appointment	1167	anita.unruh@dal.ca	Stairs
Welch, Jo Faculty - Kinesiology	2475	jo.welch@dal.ca	Dalplex
Westwood, Dave Faculty - Kinesiology	1164	david.westwood@dal.ca	Dalplex
Wheaton, Shirley Administrative Secretary	1204	shirley.wheaton@dal.ca	Stairs

HASP main office is located at Stairs House - 6230 South Street

Phone: 494-2152

Fax: 494-5120

Web site: www.hasp.healthprofessions.dal.ca