

ST. STEPHEN'S COLLEGE STUDENT HANDBOOK

CONTACT INFORMATION

St Stephen's College
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College hours are Monday through Friday, 8:30am to 4:30pm.

HOW TO PROCEED WITH A ST STEPHEN'S COLLEGE COURSE

This Handbook will give you some starting points for successful completion of your chosen course. It has been created to give students some written guidelines to follow when academic or procedural questions come up. If personal guidance is desired, please call the Registrar's Office at St Stephen's at 780 439 7311, and someone there will be glad to help.

- Take the time to overview the entire course outline before you delve into the first assignment
- Get a sense of the timing suggested for the course work and how it will fit in and around your schedule. Look at a calendar as you walk through the course.
- Assignments are meant to help you through your learning. Dates are sometimes negotiable, except for the final assignment. Discuss that with your instructor.
- Get to know your instructor. Call or email when you have questions. Submit the first assignment early to get more sense of the instructor's style.
- Find someone to discuss the course with – a mentor, a colleague, a religious practitioner, a friend, your partner.

You will be asked to submit your evaluation of the course. Your comments are important to our efforts to offer effective courses.

FACULTY STATEMENT

St Stephen's College Faculty is committed to the promotion of a learning environment that fosters learning for all in an atmosphere of trust and support. St Stephen's College is committed to providing an environment of equality and respect for all people within St Stephen's community, and to educating faculty, staff and students in developing teaching contexts that are welcoming to all.

ACADEMIC CALENDAR

The Academic Calendar is the College's major publication, and it includes admission procedures and deadlines, academic regulations, programs of study, academic standards, degree requirements, general College policies and guidelines, for all students. The Course Schedule appended to the Calendar contains course dates and registration deadlines. By the act of registering for a course of study, each student at St Stephen's College agrees to observe and be bound by the terms, conditions, academic standards, rules, regulations, policies, and codes of behavior contained or referenced in the Calendar. Therefore, it is the student's responsibility to make himself or herself aware of the contents of the Calendar. The Calendar may be downloaded from the website: <http://www.ualberta.ca/ST.STEPHENS/calendar/index.html>. Paper copies of the Calendar are available upon request.

Acquiring Required Texts

Textbooks will be available for purchase at the University of Alberta Book Store, located in the Students Union Building, (89 Avenue 114 Street), three blocks west of St Stephen's college on 89 Avenue. For general information phone: 780 492 4215. To check textbook availability phone: 780 492 4692 or toll-free at 1 888 933 9133 (ask for Special Services). To order a Book phone the Mail Order Office at 780 492 0265 (they will mail you the book if you purchase it with your credit card, or you may mail in your payment). If you want to order online from the U of A Bookstore, go to: <http://www.bookstore.ualberta.ca>. Click on TextBooks on the top toolbar, then under Search by Course Code look for the course number of the course. All St Stephen's courses begin with "SS" before the course number when inquiring. Click on the course number you are interested in and then click the Searching button. The texts for the course will be displayed. If a coursepack (compilation of articles and/or excerpts from books) is required for a course, and has been sold out, you can order a reprint from the Information Desk at the Bookstore. You may also order reprints by calling the Bookstore at 780 492 4215. Reprints will be at the Bookstore within 48 hours.

You may choose to order your books on-line at www.Amazon.ca, www.barnesandnoble.com, or www.Chapters.ca, three web-based bookstores, or in person at any Chapters store. Other book suppliers can be located using the search engine www.bookfinder.com. If you are interested in buying used textbooks, you may check out web sites like CheapestTextbooks.com, Booksprice.com or Amazon.com.

Online Database Subscription Service

Online Database Service – St Stephen's students will be provided with access to an online database subscription service through EBSCO Publishing. "*Academic Search Complete*" is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database. It comprises more than 7,000 full-text periodicals, including nearly 6,000 peer-reviewed journals. In addition to full text documents, this database offers indexing and abstracts for more than 11,000 journals and a total of more than 11,600 publications including monographs, reports, conference proceedings, and the like. The database features PDF content dating back to 1887, with the majority of full text titles in native (searchable) PDF format. Searchable cited references are provided for more than 1,000 journals. For access to "*Academic Search Complete*", go to <http://search.ebscohost.com>. You will be prompted to enter a User ID and Password. To obtain your ID and Password, contact the Registrar's Office (kparson@ualberta.ca). If you would like help learning how to perform a search, tutorials can be found on the site at: <http://support.ebsco.com/>. This subscription is for the use of St Stephen's College students and faculty only; please keep your User ID and Password strictly confidential.

St Stephen's College Reference Library

St Stephen's College Reference Library is located on the lower level of St Stephen's College. With over 500 volumes, this collection supports the programs that are being offered through St Stephen's College. Its strengths lie in biblical studies, theology, church history and pastoral counselling. The library's main function is to provide onsite resources for the students, faculty and staff of St Stephen's. Library hours are the same as the College hours, Monday to Friday, 8:30 am to 4:30 pm. Books and material must remain in the Reference room at all times except for photocopying purposes within the College. Books are arranged according to the Library of Congress Classification system. A printout of the collection in alphabetical order by title is available in the library.

Rutherford Library - University of Alberta

Rutherford Library at the University of Alberta also provides services to St Stephen's students. The Rutherford Library is located just north of St Stephen's College, and just west of the HUB mall on the University Campus. St Stephen's College students are able to receive a library card by going to the Circulation Services desk and identifying themselves as a St Stephen's college student or by calling

780 492 3795 to register for delivery services with the U of A Libraries Interlibrary Loans/Document Delivery Office. You can consult the Rutherford Library Home Page at: www.library.ualberta.ca/.

Students wanting to access the library computers need a CCID (Campus Computing Identification) number to use the computers in the library (for database searching, journals, etc.). St Stephen's students will need to apply, in person with picture ID, at the library, for a 'guest' ID. Library staff will then issue them a temporary ID just for the day. This service is available only to students who are able to be in attendance at the library.

St. Andrew's Resource Centre and Library

St. Andrew's College in Saskatoon provides library services to St Stephen's students giving them access to not only the St. Andrew's collection but to the other two libraries in the Saskatoon Theological Union (College of Emmanuel and St Chad and Lutheran Theological Seminary). Students are able to access this 100,000 volume collection through the Saskatoon Theological Union website <http://library.usask.ca/dbs/stu.html>. Students can phone 306 966 8983 or email standrews.library@usask.ca with their request. Requests will be mailed directly to the students with all mailing costs being covered. For further information regarding requests and the catalogue please contact the Library Technician at St Andrew's College Library, 1121 College Drive, Saskatoon, SK, S7N 0W3.

ACADEMIC POLICIES – COURSES (see Academic Calendar for other academic policies)

Course Withdrawal

Students who wish to withdraw from a course and receive a grade of W must notify the Registrar before the end dates specified below. If a withdrawal request is not made by the date specified, the final course grade will be based on total work completed in the course. Withdrawal deadlines to avoid academic penalty are:

- 1 Intensive (week-long) courses: one month after the end date of the course.
- 2 Semester courses (4-month sessions): two months after start date of course.
- 3 Full-year courses (8-month sessions): four months after start date of course, or four months after registering.
- 4 Correspondence courses (6-month sessions): three months after start date of course, or three months after registering.
- 5 Learning Events lasting less than 5 days: one month after the end date of the event.

Class Attendance

The success or failure of a class often depends on the attendance and full participation of all members of the class. It is therefore important and expected that full attendance at class sessions be the norm. In extenuating circumstances, students may be absent for a maximum of 20% of the total classroom time and still complete the course for credit, but may be required to do additional work.

Course Completion

Students are expected to submit assignments required for credit courses to instructors by the deadlines described in the syllabus. Final assignments are normally due the last day of the course (for semester, online, correspondence and independent study courses), or two months after the last day of the course (for week-long intensive courses). If the final assignment is not submitted to the instructor by the deadline or the negotiated extension to that date (see Extension policy below) and provided no formal withdrawal from the course has been requested, the final grade will be based on work completed.

Course Extensions

Students are expected to submit course assignments by the deadlines given by the instructor in the course outline, and according to the course completion policy outlined above. However, in extenuating circumstances (eg. medical reasons), students may consult with the instructor before the due date and request an extension to the deadline. Instructors may grant a maximum of two one-month extensions; the terms of the extension will be based on the circumstances of both the instructor and student. Students are reminded that they are expected to set realistic goals and timelines for themselves to complete assignments that are due, particularly in situations where they may enroll in several courses at the same time. Students who fail to complete the course and who do not apply for an extension by the required deadline will receive a grade based on work completed. To obtain a higher grade, or a passing grade, for the course, students may re-register for the course. Both the original registration and the re-registration will appear on the transcript.

Exceptions to the course completion and extension policies will be allowed for extreme extenuating circumstances only, and must be negotiated with the Dean. Students requesting this exception must appeal, in writing, to the Dean, citing in detail the grounds for their request. The written response will be kept in the student's file. The decision of the Dean shall be final.

GUIDELINES FOR WRITING PAPERS

Referring to Appropriate Style Guide

We strongly recommend you purchase your own writing style guide. This will become essential if you are writing a thesis or dissertation. The following books are recommended, depending on which degree program you are registered in:

- Turabian, Kate L., Wayne G. Booth, Gregory G. Colomb, and Joseph M. Williams ***A Manual for Writers of Research Papers, Theses, and Dissertations, Seventh edition: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)***. Except for a few minor differences, the overall style promulgated by Turabian is the same as *The Chicago Manual of Style*. While *The Chicago Manual of Style* is focused on giving style guidelines for publishing in general, Turabian is focused on student papers, dissertations and theses. (This style is used by the **MTS/BTh, MTh and DMin** Programs.)
- ***Publication Manual of the American Psychological Association, 6th edition***; Washington, DC. (This style is used by the **MAPPCC** Program.)

Title pages for your assignments should include your name, date submitted, your degree program, title and date of course.

Formulating Documentation

The purpose of **documentation** is to acknowledge and to provide the locations of your sources. To ignore this requirement is to commit plagiarism, or the practice of claiming someone else's work as your own. The penalties for plagiarism range from failing the course for which you have written the essay to being required to withdraw from the college. Documentation is especially vital in a research essay, which usually requires a substantial number of sources.

You must document your sources in two ways. First, throughout your text, you must cite the source of a direct quotation or paraphrase, or the use of someone else's idea. Such citations appear immediately following the reference. Common knowledge, such as the fact that Shakespeare wrote Hamlet, does not need to be documented. Second, you must prepare a list of works cited, and place it at the end of your research essay, in which full bibliographical information appears for each of the works you mention in your essay. There are three major styles of formatting your documentation information: MLA, APA, and Turabian/Chicago Style. The system you use will depend on your discipline (see chart below).

For quick reference, you may wish to refer to a website related to the particular documentation and writing style you are following. However, websites cannot be relied on to be 100% accurate, and you must ensure you have the most recent published copy of the style guide you are following. Here is a

sampling of websites (the first website in each category is the University of Alberta site, probably quite reliable – but they also recommend buying the manual):

APA	MAPPCC Art Therapy Certificate	www.library.ualberta.ca/guides/apa/index.cfm www.apastyle.org/
Turabian/University of Chicago	DMin MTh MTS, BTS, MASL	www.library.ualberta.ca/guides/chicagostyle/index.cfm www.wisc.edu/writing/Handbook/DocChicago.html www.chicagomanualofstyle.org/cmosfaq.html

Use of Inclusive Language in Scholarly Reporting

Members of the St Stephen’s community are composed of a cosmopolitan, ecumenical mix of genders, sexual orientation, races, religions, and ages. St Stephen’s College policy requires staff and students to use in their speech and writing language which is non-discriminatory and inclusive, as part of our attempt to do justice for all people regardless of gender and sexual orientation. The College requires inclusive language in course work, at worship, in publications of the College, and in our community life. The intent is to stretch us all beyond sexism, racism, and other exclusive habits and assumptions. All people deserve recognition and respect in our communications.

The following are some helpful guidelines for recasting sentences in inclusive language.

- a) Use synonyms for man when the sense is generic, e.g., human beings, persons, people, individuals, humanity, human kind, men and women, women and men, figures, personalities.
- b) In theological literature one frequently meets expressions referring to attributes ‘of man’ or ‘of God’. A useful alternative is the use of adjectives such as human nature, human wisdom and divine love, or divine mercy. This technique will help avoid the use of the masculine possessive pronouns ‘his’ or ‘His’.
- c) Pronouns referring to a singular antecedent noun create special problems. One solution, perhaps inelegant, but one often used, is the use of ‘he/she’ or alternating ‘he’ and ‘she’ when the gender is not specified. A more tasteful approach is to shift to the plural. Thus, ‘the pastor must speak more clearly if he is to be heard’ becomes ‘pastors must speak more clearly if they are to be heard’, or ‘Everyone is responsible for their own speech’.