

St Stephen's College Student Handbook



St. Stephen's
College

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The Student Handbook can be downloaded from the College website, from the Student Login area at the top of the page (no password required):
<http://stephen.srv.ualberta.ca>

ST STEPHEN'S COLLEGE STUDENT HANDBOOK

CONTACT INFORMATION

Address

St Stephen's College
University of Alberta Campus
8810 112 Street
Edmonton Alberta Canada T6G 2J6

Phone Numbers

Telephone: 780-439-7311
Toll Free in Canada: 1-800-661-4956

General Email Address

st.stephens@ualberta.ca

Contact information for Faculty and Staff, and details about who to contact for different purposes, are on the College website:

<http://ststephenscollege.ca/contact-us>

HOW TO REGISTER FOR A COURSE

You may register for St. Stephen's College credit courses online

<http://stephen.srv.ualberta.ca/students/registration-form>

or by phone (780-439-7311, or 1-800-661-4956). Course fees are \$795 per 3-credit course. Course fees are payable by cheque, VISA, MasterCard, or Amex. For week-long intensive courses, an extensive amount of preparation is required, and students are required to register one month in advance. Registration deadlines are published in the annual course schedule. Late registrations for some courses are accepted, if students can be prepared for the course (including acquiring syllabus, texts, and completing any pre-course assignments); a late fee of \$75 applies. If you are not in a degree, but want to take a course for interest, you may register for credit as an Open Studies student, or on an Audit basis. See more at:

<http://stephen.srv.ualberta.ca/programs/register-for-a-st-stephens-course>

Information about how to register for a University of Alberta credit course is available on the University website: <http://www.registrarsoffice.ualberta.ca/Special-Registrations/Open-Studies.aspx>. Please ask staff in the St. Stephen's Registrar's Office if you need assistance.

HOW TO PROCEED WITH A ST STEPHEN'S COLLEGE COURSE

This Handbook will give you some starting points for successful completion of courses. 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, 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.

COURSE WITHDRAWAL

Students who wish to withdraw from a course and receive a grade of W must notify the Registrar's Office by the dates specified below. Withdrawal requests must be in writing, to st.stephens@ualberta.ca. 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. The College treats all students in an equitable fashion by adhering to published withdrawal deadlines. If a course is cancelled by the College for any reason, the course fee will be refunded in full. Deadlines for academic withdrawal and refunds are detailed below:

Action	Length of Course Session				
	Less than 5 days	Week-long	4 months	6-8 months	8-24 months
Registration Delete (no academic record)	Before first day of class	First day of class	First week of course	First month of course	First month of course
Fee Refund (100%), less \$75 withdrawal fee	1 month prior to start date	1 month prior to start date	Prior to start date	Prior to start date	Prior to start date
Fee Refund (75%), less \$75 withdrawal fee	1 week prior to start date	2 weeks prior to start date	-	-	-
Fee Refund (50%), less \$75 withdrawal fee	End of first day	End of first day	4 weeks after start date	8 weeks after start date	4 months after start date
Withdrawal (Grade of W)	1 month after end date	1 month after end date	2 months after start date	3 months after start date	4 months after start date

Students may transfer between courses in the same academic year (withdraw from one course prior to the course start date to enroll in another), provided there is space. In these cases, a \$50 transfer fee will be charged.

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** (including grading and extension policies), programs of study, academic standards, **degree requirements**, and information about **tuition and financial policies**. 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 is on the website: <http://stephen.srv.ualberta.ca/publications/academic-calendar>. Paper copies are available upon request.

DEGREE PROGRAM MANUALS

Students in degree programs access online degree program manuals specific to their program via the College website www.ualberta.ca/st.stephens using the 'Current Student' tab at the top of the page. Students are notified of any changes to Degree Program Manuals by email. Degree manuals contain detailed information about the degree requirements, and the forms necessary to navigate through the practicum, thesis, and ethics review processes.

Acquiring Required Texts

Textbooks will be available for purchase at the University of Alberta Book Store, located in the Students Union Building, 89 Avenue and 114 Street, three blocks west of St Stephen's College. 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 UAlberta Bookstore, go to: <http://www.bookstore.ualberta.ca/> and click on TextBooks, then search under Course Code "SS" (all St Stephen's courses begin with "SS" before the course number, even the PPSYC courses). If a coursepack – a compilation of articles and/or excerpts from books - is required for a course, you can purchase that through the UAlberta Bookstore. You may also choose to order your books on-line at www.Amazon.ca, www.barnesandnoble.com, or www.Chapters.ca, or in person at any large bookstore. 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 – EBSCO

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:

User ID: **ns121007** Password: **SSCstudent**

Tutorials for performing searches can be found 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.

Canadian Art Therapy Association Journals

Art Therapy students can obtain membership with the Canadian Art Therapy Association (CATA). This links students to Art Therapy Journals through Taylor & Francis Online, and is a significant benefit to academic training in Art Therapy. CATA-ACAT Journal Access database is located in the Members Only section; login: <http://canadianarttherapy.org/CATA-ACAT-Journal-Access>

Open Access Publications

The directories below can be used to help discover databases that are free of copyright issues/concerns:

- Directory of Open Access Journals www.doaj.org
Over 1,600 open access, peer-reviewed scholarly journals. Includes the 'For Authors' service to look up where to publish your research as Open Access
- Directory of academic Open Access repositories: <http://opendoar.org/>
- OAIster search engine <http://www.oclc.org/oaister/>: collection of academically-oriented digital resources searchable by anyone
- Networked Digital Library of Theses and Dissertations www.ndltd.org/: An international organization dedicated to promoting the creation, dissemination and preservation of electronic theses and dissertations

Searching for Articles or Publications not available on Ebsco

Try Google Advanced Search (type in full name of article), or Google Scholar <http://scholar.google.ca/> Sometimes the full text of an article is available by using this method.

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.

University of Alberta Libraries

Rutherford Library at the University of Alberta also provides services to St Stephen's students and faculty. <http://guides.library.ualberta.ca/ststephensborrowing> The Rutherford Library is located a half-block north of St Stephen's College. You may obtain your library card at the Service Desk, Rutherford Library North. Identify yourself as a St Stephen's graduate student and you will receive a library card which gives you term borrowing privileges. To register for free delivery services with the University of Alberta Libraries Interlibrary Loans/Document Delivery Office, call 1.780.492.3795. St Stephen's students and faculty can access library e-journal databases or the internet (in person only) from the public computers in the Rutherford Library. St Stephen's students may request a guest Campus Computing ID (CCID) at any circulation desk. A guest ID can be used until midnight of the day it is issued. To obtain a guest ID, you will be asked to provide one of the following:

1. Photo ID that displays a current Canadian address, e.g. driver's license or passport. Photo IDs without address information must be accompanied by documented proof of current Canadian address.
2. Current borrowing card issued/registered by University of Alberta or NEOS partnership libraries. If a borrowing card does not have a photo, patrons will be asked to provide photo ID as well. Staff will verify the borrower's card hasn't expired before issuing a Campus Computing ID.
3. Photo ID along with a letter of introduction from a University of Alberta department (for visiting faculty).

For further information, consult the University of Alberta Libraries website at: www.library.ualberta.ca or the Rutherford Library website at www.library.ualberta.ca/aboutus/hss/index.cfm. Access to the University of Alberta Library System (NEOS Libraries catalogue) is available at www.library.ualberta.ca/catalogue/. St Stephen's students and faculty are eligible for reciprocal borrowing privileges, at no charge, at participating university libraries elsewhere in Alberta and in other provinces. COPPUL clients are issued a COPPUL card at their home agency library (Rutherford) that can then be presented at a participating library. OCUL clients can simply present their individual ID cards for identification. Students can make arrangements with the Rutherford Library for a COPPUL card to be mailed to them. For information and a list of participating libraries, go to: www.library.ualberta.ca/circulation/coppul/index.cfm.

Remote access to University of Alberta Libraries' proxying service: St Stephen's College students and faculty are not covered by the University of Alberta Libraries' Licenses, and do not have remote access to U Alberta electronic resources (e.g. e-journals, e-books or databases). All members of the University community and the public may use most of the Libraries' content, whether print or electronic, for personal and non-commercial use within the physical context of the campus Libraries. Access for St Stephen's College students and faculty will be limited to onsite access at the Library.

STUDENT CARDS

The College provides a Student Identification Card to students who wish to have one. The main benefit of this card is the potential for commercial discounts. (ie Bus Passes) In order to receive a student card, students are required to either submit a photograph via email to st.stephens@ualberta.ca (jpeg format), or come in to the Assistant Registrar's Office and get their photograph taken. Student cards are issued to students in degree programs upon receipt of the degree program fee, normally in July.

GUIDELINES FOR WRITING PAPERS

Referring to Appropriate Style Guide

We strongly recommend you purchase your own writing style guide, and that it be the most recent edition. This will become essential if you are writing a thesis or dissertation. One of the two following books is recommended, depending on your degree program or area of research:

- The most recent edition of Turabian, Kate L., Wayne G. Booth, Gregory G. Colomb, and Joseph M. Williams ***A Manual for Writers of Research Papers, Theses, and Dissertations: 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 typically used by the **MTS/BTS, MTh and DMin** Programs.)
- The most recent edition of ***Publication Manual of the American Psychological Association***; Washington, DC. (This style is typically used by the **MPS** Program. It may also be used by **DMin** students who work in social science fields or who may want to publish in those areas.)

Students should consult with their Program Chair (or Associate Chair) before choosing a manual and/or writing style if it is the one not typically used in their program. Once a style guide is chosen, it will be used for all papers throughout the 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.

For quick reference, you may wish to refer to a website related to the particular documentation and writing style you are following. Here is a sampling of websites:

APA	Typically used for: MPS and PMATC (may be used for DMin)	www.library.ualberta.ca/guides/apa/index.cfm www.apastyle.org/
Turabian/University of Chicago	Typically used for: DMin, MTh, MTS, BTS	www.wisc.edu/writing/Handbook/DocChicago.html www.chicagomanualofstyle.org/16/contents.html

Use of Inclusive Language in Scholarly Reporting

The St Stephen's community is a cosmopolitan, ecumenical mix of people. St Stephen's College policy requires staff and students to use, in their speech and writing, language which is non-

discriminatory and inclusive of all people regardless of gender, sexual orientation, race, religion and age. The College requires inclusive language in course work, at worship, in publications of the College, and in its community life. The intent of the policy is to stretch people 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 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 'All are responsible for their own speech'.

Writing/Editing Assistance

NOTE: For assistance with developing graduate-level writing skills, St. Stephen's College students are eligible to register for workshops at the **Student Success Centre at the University of Alberta**: <http://www.studentsuccess.ualberta.ca>

The Student Success Centre also offers personalized assistance for papers and theses. The Student Success Centre occasionally has names of editors that they will pass on, but not necessarily endorse. It is a situation of "buyer beware" as there are many so-called "editors" who may not be dependable.

If you need help with proper formatting and/or editing, you may wish to consider an editing service. Three editors you may wish to consider, who have worked with St. Stephen's students: "To the Letter" (formatting assistance): <http://www.totheletter.ca/services.htm>
Susan McBroom, PhD (editing assistance): Email susanjomcbroom@gmail.com
Lucent Edits (editing and formatting assistance): <http://www.lucentedits.com/>

PUBLISHING GUIDELINES

Introduction

Members of the St Stephen's community are actively engaged in learning and research. It is important that the research and writing becomes available to the academic community as well as the general public. Publishing is one way of connecting with a wider audience.

Purpose of Publishing

Some reasons to publish writing are:

- to share your reflections on your experiences or reading;
- to share research that you are doing;
- to stimulate debate on a wide range of topics; or
- to address issues in society.

Types of Publishing

Publishing can take a variety of forms depending on the type of writing you are doing and the audience you wish to reach. Some options are:

- websites ranging from personal websites to professional journals;
- blogs that allow you to determine the content of the material you want on the site;
- informal notes or personal journals;
- magazines or journals;
- letters to the editor of local papers or magazines;

- newspaper opinion columns to influence the direction an issue is taking or to look at the world in a new way; and
- books.

Rewards of publishing

After all the hard work of researching and writing it is good to have your work recognized by a larger audience. Some rewards of publishing your work include:

- establishing your reputation as a scholar;
- letting people know you have something to say;
- getting invited to conferences;
- getting grants;
- establishing yourself as an expert; or
- being asked to serve on committees and Boards.

Purpose of these guidelines

The students, faculty and members of larger St Stephen's College community are encouraged to publish their work. These guidelines are intended to provide you with general suggestions to consider when publishing your work.

Formatting

Publications, whether they are journals, newspapers or online sites, have specific guidelines regarding length of articles, fonts, headings, page numbering and so on. You will need to consult these publications for such details. In general it is better not to use the automatic paragraph or numbers generated by your computer because this formatting may be lost when the article is converted to another format for publishing. It is better to insert numbers and letters manually.

Spelling and grammar

St Stephen's College is a Canadian institution and therefore British/Canadian spelling should be used. The Canadian Oxford Dictionary, 2nd edition can be used as a resource. It is recommended that a copy editor be engaged to check the article for grammar and clarity.

Authorship

People who have been involved in writing the article or in the research need to be recognized. People who need to be listed include those who were involved in the research design or the acquisition, analysis or interpretation of data and/or drafting the paper or revising it critically. Each of these authors must approve the article before submitting it.

If there are multiple authors submitting an article, the corresponding author should make sure that all the information is communicated to the other authors and that the final version for printing is approved by each author. When listing the authors, the contributions of each one should be stated.

The work submitted should be original work, not previously published work. Abstracts, posters at conferences and results presented at a meeting are generally not considered prior publications.

Conflict of interest

If funders are involved in the research they should be recognized and other sources of support for the publication of the work should be acknowledged in the text of the paper. If you have a financial interest in any company or institution that might benefit from the publication of the article, this connection must be noted.

Copyrights

All copyright laws and regulations must be followed. Letters regarding any copyrighted materials should be included with the article. Footnotes and references should indicate the source of materials used in the research and article. Links to websites can be used to reference specific electronic documents. However, judgment must be used when citing sources from the internet. Online sources should only be cited to if the site archives material for a reasonable length of time, i.e., several years. You should check on the copyright policy of the publication to which the article

is submitted. Some magazines may pay you for the article and it then becomes their property. Other publications lease the copyright from you. You should know what the publication's rules are regarding your work.

Ethical standards

If the research involved human participants, proper consent should have been obtained. The article should state that the ethical guidelines of St Stephen's College were followed. All articles must show respect for other cultures and heritage when making statements or publishing images.

Internet Publishing

Publishing on the internet is an attractive option for many authors. Whether you choose an online journal or a blog, you have the potential of reaching a large audience. Mindi McDowell, Matt Lytle and Jason Rafail of US-CERT provide the following tips for publishing online.

- View the internet as a novel, not a diary. If you are writing an online journal or a blog, write with the expectation that people world-wide will have access to what you are writing. Make sure you feel comfortable with having this information about you known to many people.
- Be careful about how much personal information you reveal because it will be accessible to the world. The more information you include the easier it is for others to misuse information against you.
- Realize that you cannot take back what you write in the internet. You can remove material but you do not know who has downloaded or saved a copy of the material and can continue to use it or to put it back on the web.