

TRANSFORMATIVE LEADERSHIP AND SPIRITUALITY
Master of Arts

STUDENT HANDBOOK
2018-2019

Faculty of Human Sciences / Saint Paul University
223 Main Street, Ottawa ON K1S 1C4
(613) 236-1393
www.ustpaul.ca

Word from the Director

Dear Students,

It is my privilege to offer you a warm welcome to the Providence School of Transformative Leadership and Spirituality. We trust that your engagement in this exciting new School will offer you an opportunity for significant learning, growth and development, both personally and professionally.

This program of study has been designed to address the need for a renewed approach to leadership that creatively responds to the pressing issues of today. It is established on the belief that spirituality is a foundational aspect of what it means to be human and a constitutive element in both human development and transformative leadership.

We are proud to share this vision with the founding donors of the School, the Sisters of Providence of Kingston, Ontario. Our approach to education echoes the philosophy, service and innovation, which have characterized the mission of the Sisters from their beginnings. The School promises to continue this vision with excellence.

To assist you in your initial experience in the M.A. in Transformative Leadership and Spirituality we have prepared a student handbook. This document contains academic and administrative information. It does not replace the list of regulations that can be found on the Saint Paul University website at:

https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm

I invite you to familiarize yourself with these regulations.

I wish you every success in your studies.

Miriam K. Martin, pbvm
Director, Providence School of Transformative Leadership and Spirituality
Faculty of Human Sciences

Administrative and Senior Staff Members

Name	Position	Room	Telephone
Manal Guirguis-Younger	Dean of the Faculty	G-256	613.236-1393, ext. 2290
Miriam K. Martin, pbvm	Director, Providence School of Transformative Leadership and Spirituality	G-272	613.236-1393, ext. 2284
Francine Quesnel	Academic Advisor	G-161 A	613.236-1393, ext. 2247

Professors

Lauren Michelle Levesque, Assistant Professor
 Miriam K. Martin, Associate Professor
 Cecile Rozuel, Assistant Professor
 Lorraine Ste-Marie, Associate Professor

Information about areas of study and the research interest of professors can be found on the Saint Paul University website: https://ustpaul.ca/en/faculty-of-human-sciences-teaching-personnel_269_93.htm

Who You Should Contact?

Registrar 613.236-1393, ext. 2318 registrar@ustpaul.ca	<ul style="list-style-type: none"> • Official Transcript • In order to obtain your diploma, you have to fill out the form Registration for Degree and Request for Diploma
Academic Advisor for Graduate Studies 613.236-1393, ext. 2247 Etudes.Sup-Grad.Studies@ustpaul.ca	<ul style="list-style-type: none"> • Course Registration • Change Your Course Registration • Withdrawal • Change in Your Status (Full-time/Part-time) • Schedules
Bursaries and Financial Aid Officer 613.236-1393, ext. 2295 finance@ustpaul.ca	<ul style="list-style-type: none"> • Tuition Fees • Payment or Reimbursement • Financial Aid • Bursaries and Scholarships • Government Loans

Description of the Program

The M.A. in Transformative Leadership and Spirituality is an interdisciplinary graduate program in the Providence School of Transformative Leadership and Spirituality. This degree is designed to build leadership capacity with its focus on theory and practice-based learning. The program is intended for leaders in education, health care, pastoral, government, community and non-governmental organizations.

Regulations and Procedures of the M.A. Program

In accordance with the objectives and guidelines of the Faculty of Human Sciences, this program of studies is offered over two years (five sessions, including the first spring/summer term). It leads to a degree of Master of Arts in Transformative Leadership and Spirituality. The senates of the University of Ottawa and Saint Paul University jointly confer the degree.

The purpose of this handbook is to provide you with specific information the faculty and administration of the Providence School believe you will need as you progress through your degree. Feel free to contact us should you require additional information.

Academic Regulations

Registration

It is the students' responsibility to familiarize themselves with their rights and responsibilities stipulated in the Academic Regulation. This includes properly registering for courses before deadlines, requesting in writing any needed authorizations (i.e., deferrals, withdrawals) and to know the regulations governing the program of studies they are enrolled in. The administration of the Faculty of Human Sciences and Saint Paul University will help students with these matters, but will not take on these duties for the students. In short, it is the student's responsibility to be informed and to seek guidance from the Faculty or the academic advisor for graduate studies when needed.

Please note: The maximum time permitted to complete all requirements for the program, whether full-time or part-time, is four years from the initial date of admission.

For more information about the academic registration, please consult Academic Regulation I-5- Registration at the following website:

https://ustpaul.ca/en/registrar-s-services-academic-regulations-undergraduate-studies_469_741.htm

Registration and Selection of Courses

Students admitted into the M.A. in Transformative Leadership and Spirituality are responsible for enrolling themselves via uoCampus.

Full-time students in the M.A. are expected to follow the standard course sequence:

Year 1

Fall Trimester:

HUM 5101 Leadership Theory, Practices and Approaches
IPA 5322 Worldview, Religion and Culture
HUM 5121 Leadership and Spirituality

Winter Trimester:

IPA 5321 Leadership and Psychology
HUM 5102 Research Methods for Transformative Leadership
HUM 5301 Practicum I: Practicing Leadership and Professional Ethics (Req: HUM 5101)

Spring Trimester:

HUM 5302 Practicum II: Practicing Leadership (Req HUM 5301)
Optional Course

Year 2

Fall Trimester:

HUM 5122 Transformative Leadership and Group Facilitation
HUM 5303 Practicum III: Practicing Leadership (Req HUM 5301)
Optional course

Winter Trimester:

HUM 5123 Transformative Leadership and Learning Communities
HUM 5999 Integrative Research Seminar (Last trimester)

Optional courses are available on a rotation basis and students choose from the courses when they are offered.

Withdrawals and Changes in Registration

Students wishing to withdraw from a course must do so within the sessional dates outlined in the University Calendar: https://ustpaul.ca/en/sessional-dates_37_706.htm

Consult with the graduate academic advisor to know more about the process to withdraw from a course or to effect changes in your registration. **If you simply stop participating in a course without officially withdrawing, you will receive a failing grade on your transcript.**

Please consult the following links for further information on withdrawals and changes in registration:

https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#ar10

https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#ar54

Delivery of Program

The M.A. in Transformative Leadership and Spirituality is delivered according to a hybrid model, meaning it is delivered through a combination of distance learning technologies and an onsite intensive session per trimester. For each course taken, students engage in the equivalent of 36 contact hours (26 online contact hours and 10 onsite contact hours) using this hybrid model. There are also 4-5 additional hours for orientation and integration within the onsite schedule.

Online Delivery: The online component of each course consists of 26 contact hours. Students engage with their professor using a variety of distance learning technologies. The primary platform for online contact with professors is BrightSpace, the university's Learning Management System. BrightSpace can be accessed using the login and password for your student account. You can request assistance with this process through the following website: http://ustpaul.ca/en/computer-and-distance-education-services-students_421_208.htm

The structure of each online course and the tools used within BrightSpace (videos, discussion forums, etc.) vary according to each professor's pedagogy. The use of other distance learning technologies, such as Skype or Adobe Connect, will also vary according to the structure and objectives of each course.

IMPORTANT: If you have specific questions about BrightSpace, you can contact the following resources:

- The Computer and Distance Education Services at Saint Paul University: http://ustpaul.ca/en/computer-and-distance-education-services-about-cdes_1199_123.htm
- The Teaching and Learning Support Service at the University of Ottawa: <https://tlss.uottawa.ca/site/en/>
- Alternatively, you can connect directly with BrightSpace: 1-866-811-3201.

Onsite Intensive Session: Students registered in the M.A. must attend onsite intensive sessions each trimester (three onsite sessions per academic year: fall, winter and spring terms). Students complete the equivalent of 10 contact hours for each course taken during this week.

The schedules for onsite intensive sessions will be posted in advance so students can plan for the upcoming academic year. Students are responsible

for organizing their accommodations and travel arrangements for these sessions.

Residence on Campus: If required you may check with the residence here on campus for accommodations during the Intensive Sessions:

https://ustpaul.ca/en/prospective-students-housing-on-campus_1125_756.htm

Academic Mentors

Upon admission to the program, each student will be assigned an academic mentor. The mentor will be a faculty member in the Providence School of Transformative Leadership and Spirituality. The purpose of the academic mentor is to provide general oversight and accompany the student in their learning and research. This includes regularly consulting with students with regard to their overall progress, engagement and well-being in the program as a whole. Mentors may change depending on student interests and research trajectories.

Practicums

Students must complete three practicum courses (3 credits each) over the course of M.A. program. The practicum courses are designed to provide a structured learning environment for developing and integrating competencies for a reflective practice of transformative leadership. In each of three practicum courses, students are assigned a 60-hour placement in an organization with the guidance of an onsite mentor. The choice of organization and mentor will be determined in accordance with the students' learning goals and program objectives. During the practicum courses, students will also meet regularly with their practicum professor and coaching circles to reflect on their practices and strengthen their leadership skills that serve transformative processes.

- **Onsite Mentors (Practicum):**
As part of the practicum courses, students will meet regularly (at least six times in each course) with an on-site mentor to reflect on their leadership practices in line with their learning goals. The mentoring conversations provide a space for attending to issues that arise in their practice of leadership and for surfacing underlying assumptions and values. The choice of mentor is determined in discussion with the practicum professor.

Research Seminar:

In the final term of the program, students write a major research paper that demonstrates their ability to critique and integrate the theories, knowledge and skills they have acquired into a reflective and responsible practice of transformative leadership.

Courses and Grading Courses

The codes and titles of each course in the M.A. program are posted on the Saint Paul University website. Descriptions for courses offered during the upcoming academic year are generally available a month before the start of classes. Professors post a syllabus for each course on BrightSpace prior to the start of the term. Please consult the Calendar on the Saint Paul University website for sessional dates:

https://ustpaul.ca/en/sessional-dates_37_800.htm

A list of courses available for each semester is posted at:

<http://ustpaul.ca/timetablesNewEn.php>

Grading

The graduate grading scale is the following:

Definition	Letter Grade	Percentage	Point Value
Exceptional	A+	90-100	10
Excellent	A	85-89	9
	A-	80-84	8
Very Good	B+	75-79	7
	B	70-74	6
Good* (Threshold for passing a graduate level course)	C+	65-69	5
	C	60-64	4
Passable	D+	55-59	3
	D	50-54	2
Failure with supplemental in some schools and faculties	E	40-49	1
Failure	F	0-39	0

All grades below C+ (65%) are failing grades for graduate studies. For practicum courses and the culminating research paper for the program, the grade is: S = Satisfactory and NS = Not Satisfactory. To complete the M.A., students must successfully complete their courses, practicums and research seminar.

Please be advised: Work must be submitted to professors by the due dates assigned. Professors are not required to accept late course work. Penalties for the late submission of assignments may be imposed as per indicated in the syllabus. For more information about examinations and grading at the graduate level, including deferred evaluations, please consult the governing regulations, in particular Academic Regulation II-5 – Examinations and Grading for Graduate

Studies: https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#ar115

Justification of absence from an examination or of late submission of assignments

Absence from any examination or test, or late submission of assignments due to illness, psychological problems or exceptional personal circumstances must be justified; otherwise, students will be penalized.

Students must directly notify their professor and their Academic Advisor, before the exam or before the assignment deadline. If the absence is not foreseeable, students must notify their professor and the Academic Advisor within five working days of the exam date or the assignment deadline, except if extenuating circumstances prevent them from doing so; these circumstances must be documented with supporting evidence.

In case of absence due to exceptional personal circumstances the Faculty concerned reserves the right to accept or reject the reasons presented. Reasons such as travel, work and misreading of examination schedules are not normally accepted, except in exceptional and properly documented circumstances.

For all relevant procedure please see Academic Regulation I-9 - Evaluation of student learning available here: http://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#ar42

The maximal length of the deferred evaluation for the graduate students is one term as outline in the Academic Regulation II-5 - Examinations and grading for graduate studies available here: https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#ar115

Revision of Grades

The University recognizes the right of every student to see, on request after grading, all documents that have been used to establish their grade for courses in which they are duly registered; the documents include those produced by the students themselves or evaluations written by supervisors (as part of work terms, clinical placements or internships).

The University also recognizes students' right to ask for a grade review and to appeal grades. Students who are not satisfied with their grade after discussing the matter with their professor can ask for a grade review.

When grade reviews can take place during the term, students must submit their request within five (5) working days of receiving the contested grade. For grades received on final exams or in cases when grade reviews take place only at the end of the term, the request must be submitted within ten (10) working days after

the grade in question becomes official (see the University calendar for the exact date).

For all relevant procedure please see Academic Regulation I-10 - Grading system available here: http://ustpaul.ca/en/registrar-s-services-academic-regulations-undergraduate-studies_469_741.htm#ar10

Policy of Academic Fraud

Academic fraud such as plagiarism, duplication of assignments and falsification of data are serious offenses at the graduate level. Saint Paul University applies the University of Ottawa's regulations on academic fraud with some precisions. Please consult these regulations and precisions at: http://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#ar14

Further information on academic integrity is available on the University of Ottawa's website dedicated to academic integrity: <https://www.uottawa.ca/vice-president-academic/academic-integrity>

Some examples of plagiarism are shown and explained in this University of Ottawa's Guide. It also includes some tips on how to avoid plagiarism: https://ustpaul.ca/upload-files/HumanSciences/academic_integrity/academic-integrity-students-guide.pdf

Other Important Information

Tuition Fees

Information about tuition fees can be found on the Saint Paul University website. Students can also view their fees in uoCampus. For more information please consult the links below or contact the Office of Admission:

Office of Admission, Registrar and Student Services
registrar@ustpaul.ca
Tel. 1-613-236-1393
1-800-637-6859

Tuition Fees for the 2018-2019 academic year can be viewed at:
https://ustpaul.ca/en/tuition-and-incidentals-fees-2018-2019_6521_127.htm

Further information about the financial services provided at Saint Paul University is available at: https://ustpaul.ca/en/financial-services-home_367_268.htm

Scholarships and Bursaries

Students in the program are eligible for scholarships and bursaries offered by Saint Paul University, including through the Providence School of Transformative Leadership and Spirituality.

Full-time students are also encouraged to apply for external funding such OGS (Ontario Graduate Scholarship Program) and SSHRC (Social Sciences and Humanities Research Council of Canada): https://ustpaul.ca/en/research-bursaries-and-scholarships-external-funding-agencies_667_952.htm

Please see the website: http://ustpaul.ca/en/alumni-and-development-internal-scholarships_2212_905.htm

http://ustpaul.ca/en/providence-school-of-transformative-leadership-and-spirituality-and-the-centre-for-religious-education-and-catechesis-offer-new-scholarships_6273_17.htm