

# Programs and Courses

## Scheduling of Courses

The regular hours of the University are Monday to Friday, with classes commencing between 8:30 a.m. and 4:30 p.m. inclusive. Evening courses may begin after 4:30 p.m. A 3-credit course will have a minimum of 36 contact hours.

Before any course in the Calendar may be scheduled outside these hours, approval must be obtained from the appropriate Dean.

## Course Numbering System

1. A Fall Semester course bears the letter “a”. A Winter course bears the letter “b”. A one-semester course that may be given in any semester bears the letters “ab”. A two-semester course bears no letter and is to be completed during the Fall and Winter Semesters.
2. Undergraduate courses:
  - (a) Course numbers starting with “0” are usually those taken in the first year of a four-year program, though they may be taken as additional credits in a three-year program.
  - (b) Courses numbered from 100 to 199 are normally first-year courses.
  - (c) Courses numbered from 200 to 299 are normally second-year courses.
  - (d) Courses numbered from 300 to 399 are normally third-year courses.
  - (e) Courses numbered from 400 to 499 are Honours courses or courses in the Bachelor of Education.
3. Graduate courses: courses numbered from 500 to 799.
4. All the courses listed in this Calendar are not necessarily offered every year. Please consult the Timetable for a list of offerings each semester.

## Credits and Hours Code

With reference to the credit requirements, it may be noted that (normally) 1 credit is awarded for a one-semester lab course, 2 credits for a two-semester lab or Music ensemble course, 3 credits for a one-semester lecture course, 4 credits for a two-semester practical Music course, 6 credits for a two-semester lecture course, and 6 or more for a thesis.

Information as to the credit value and hours of scheduled class activities for each course is contained in a three number code which follows the title. The first number in the code is the credit value of the course; the second number is the hours per week of lectures, tutorials and seminars; and the third number is the hours per week of laboratory work and other scheduled class activities. For example, the code 3-2-3 indicates 3 credits; two hours per week of lectures, tutorials or seminars; and three hours per week of laboratory work or other scheduled class activities. Additional information on the format of presentation of a course may be contained in the description of the course.

Please note that the credit requirement given for a program is the minimum and does not include lab credits. Students are advised to consult their letter of admission for the credit requirements specific to their program.

## Definitions

*Audit:* With the permission of the instructor, a student may participate in class discussions and activities, but not write the examinations or receive credit for a course. Audit courses must be part of the student’s formal registration and are subject to the normal fee structure of the University (i.e. are charged in the same manner as credit courses).

*Cognate:* A course offered by a department other than that in which a Major has been declared, but which is accepted by the Major department as part of the degree requirements.

*Corequisite:* A course in which a student must be registered concurrently (at the same time) in order to receive credit in the desired course.

*Cumulative average:* Average calculated on all courses attempted at Bishop’s in which a numerical grade has been received (including “0”s) with the exception of extra degree credit ESL courses. However, should a student repeat a course in which a grade has already been received, the grade awarded in the second registration will be used in the calculation of the cumulative average regardless of whether it is the higher or lower grade. (Repeated courses will not affect academic standing.)

*Elective:* A course taken in a degree program which is not applicable to the Honours/Major requirements, but which counts towards the total requirements for the degree; an optional course.

*Exemption:* A student may be exempted from an introductory course at the University when comparable non-university course work has been completed elsewhere. No credit will be granted towards their Bishop’s degree for the exemption. The exempted course must be replaced by a Bishop’s course of equal credit.

*Honours:* An Honours program requires a high level of concentration in one area of study, normally about half of the total courses taken for a degree. Students in Honours programs must demonstrate a high level of academic achievement, and a thesis is often required.

*Major:* A Major in any subject consists of slightly fewer than half of the total courses taken for a degree (normally about 48 credits excluding labs).

*Minor:* A Minor in any subject consists of about one third of the total courses taken for a degree (normally 24 or 30 credits, excluding labs).

*Prerequisite:*

- a. A course which must be successfully completed prior to registration for credit in the desired course (e.g. MAT210 is a prerequisite for MAT211).
- b. A course which is required by a particular department and which should be completed in the first 30 credits at Bishop’s (e.g. PSY101 is a required prerequisite for the Psychology Major). These are listed in the program requirements prior to the course descriptions of each department.

*Transfer Credit:* A student transferring to Bishop's from another university may be eligible for advance credit, to be granted on admission, for their work completed on presentation of official transcripts and course descriptions for evaluation. Credits awarded are subject to further review should the student change programs.

## Continuing Education

Bishop's University Continuing Education is dedicated to fulfilling lifelong learning needs by offering credit and non-credit courses and programs through its Lennoxville campus as well as online. Its mission is to ensure continued access to educational programs of the highest quality for adult learners who wish to pursue their studies.

Whether you are trying to develop your career, enhance your skills through professional development, or engage in meaningful and enriching learning opportunities, our courses are designed with you in mind.

### **Intensive day programs offered by Continuing Education include the following:**

The English Language Summer School – EXPLORE program

Two sessions: May–June or June–July

1–4 Weeks of English Immersion for Professionals in July

For a list of current course offerings and all related information, please contact:

#### **Office of Continuing Education**

Bishop's University

2600 College Street

Sherbrooke, Quebec J1M 1Z7

Tel.: 819-822-9670 or 1-877-822-8900

E-mail: [continuing.education@ubishops.ca](mailto:continuing.education@ubishops.ca)

## English Writing Proficiency (EWP) and The Writing Centre

ALL STUDENTS ENTERING BACHELOR DEGREE PROGRAMS AT BISHOP'S UNIVERSITY MUST SATISFY THE ENGLISH WRITING PROFICIENCY REQUIREMENT (FOR EXEMPTIONS, SEE BELOW). FOR DETAILS, SEE "ENGLISH WRITING PROFICIENCY" LISTED UNDER THE "BU LIBERAL EDUCATION MODEL" TAB FOUND UNDER "ACADEMIC PROGRAMS" ON THE BISHOP'S HOME PAGE MENU.

### **English Writing Proficiency (EWP) Requirement**

The Requirement can be satisfied by passing either the EWP Exam or the English Writing Proficiency course EWP099, described below. Please note that EWP099 does not count as an elective towards a degree and is to be completed in addition to the regular program requirements.

1. Full-time students are required to take the EWP Examination at the beginning of their first semester.
2. Part-time students are required to take the EWP Examination in the semester immediately following their declaration of a degree program.
3. The EWP Requirement must be satisfied within the first 45 credits of a student's program. Students enrolled in ESL courses or working on their writing skills in other courses may be given more time to meet the Requirement.
4. Students should write the EWP Exam at least once every academic year until they pass.
5. Students who do not pass the EWP Examination should review their exams at the Writing Centre (The Library Learning Commons) before they rewrite.
6. **RESTRICT STATUS:** Students who have more than 45 credits and who have not passed the EWP Exam or EWP099, are not taking ESL classes, or have not written the EWP Exam during the academic year, may be placed on RESTRICT STATUS.

### **RESTRICT STATUS**

Students on EWP Restrict Status will be restricted to registering in only 12 credits per semester and are required to write the EWP Exam and/or register in EWP099.

Students working on their writing skills in courses other than EWP099 must still pass the EWP Exam.

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## Exemptions from the EWP Requirement

The following students do not have to write the EWP Exam:

1. Students who have completed an undergraduate or graduate degree at an institution where the language of instruction is English
2. Incoming international exchange students (The EWP Examination and the course EWP099 are optional for these students)
3. Students in certificate programs (undergraduate and graduate), graduate programs, micro programs, and special interest students (SPV, SPU)

**EWP099 English Writing Proficiency 3-3-0**  
A basic writing course of English for academic purposes, consisting of a lecture and tutorials designed to improve students' skills in written English. Emphasis is placed on the development and organization of ideas, text clarity, coherence, grammar and syntax.  
This course is designed for students who do not pass the EWP Exam. Other students who wish to enroll in the course need permission from the Program Coordinator.  
*This course cannot be used as an elective.*  
*Passing EWP099 satisfies the EWP requirement.*

## Consultation Service

Students who want help or feedback on their written assignments can sign up for free consultations at The Writing Centre using the online booking system: <http://buwritingcenter.simplybook.me/sheduler/manage/event/6>. Assistance is given in essay planning, organization, development, grammar and syntax. Students can also review their EWP Exams and get help with application letters and letters of intent.

## Workshops

The Writing Centre offers free interactive workshops to help students improve their written work. These include the following: How to Write Letters of Intent for Graduate School, How to Write a Research Paper, and Punctuation Made Easy.

## UNIVERSITY-WIDE

### EXPERIENTIAL LEARNING COURSES

The University is committed to providing interested students with opportunities to take part in experiential learning projects. Funds are made available each year through the Bishop's Experiential and Service Term (BEST) competition and through the Experiential Learning Committee. Many departments have courses specifically designed to offer experiential learning, and most have Independent Studies courses that can be structured so as to be experiential. Note that as is always the case with experiential learning, the explicit support and supervision of a Faculty member is necessary for the course to take place.

**ELP 300 Experiential Learning Internship/Placement 3-1-10**  
Linked to the student's academic program, the student will be involved in an experiential learning activity (on his/her own or as part of a team) that will normally involve an internship/placement in an organization for 12-15 weeks approved by the Experiential Learning Committee of Senate and the internship/placement supervisor. Course work for the course will involve the preparation of an activity plan including goals, the work itself and a critical analysis on what was learned and/or accomplished during the internship/placement.

**ELL 200 Experiential Learning Lab 1-0-3**  
Linked to the curriculum of a regular course, the student will be involved in an experiential learning activity (on his/her own or as part of a team) in an organization that will normally involve 30 hours of official activity approved by the professor of the regular course. Such activity will be in addition to the work accomplished in the regular course to which the lab is affiliated. Course work for the lab will involve the preparation of an activity plan including goals, the work itself and a critical analysis on what was learned and/or accomplished during the activity.  
*Prerequisite: approval of instructor*

**LED100 Liberal Education 3-3-0**  
This course introduces first-year students to a range of competencies essential to liberal education. This is accomplished by means of explicitly interdisciplinary study of a single unifying theme (examples: ultimate origins, money, envy, the power of numbers, the 1930s, etc.). The course is team taught by members of the faculty from the Humanities, Natural Sciences and Mathematics, Social Sciences, the Williams School of Business, and the School of Education. Classroom work is divided between lectures and breakout seminar discussion.

**SLP 399 Situated Learning and Praxis 3-1-10**  
Under professor supervision, the intention of this course is to foster learning through collaborative critical thinking, creativity, and entrepreneurship among the students from various disciplines and members of a local community in Malawi. Students are prepared in the winter semester to engage in situated learning in rural Malawi for a period of five to six weeks during the spring session. The result of the experience is meant to encourage students and local community members to creatively expand their own borders of learning and area of studies through a spirit of reciprocal participation and dialogue.

**UNI 199- University-wide special topics course 3-3-0**  
This course provides an open code for creating a special 100-level course related to a relevant topic within any discipline offered at Bishop's University.

**UNI 299- University-wide special topics course 3-3-0**  
This course provides an open code for creating a special 200-level course related to a relevant topic within any discipline offered at Bishop's University. Pre-requisite: permission from the Instructor or at least one 100 level course.

**UNI 399- University-wide special topics course 3-3-0**  
This course provides an open code for creating a special 300-level course related to a relevant topic within any discipline offered at Bishop's University. Pre-requisite: permission from the Instructor or at least one 200 level course.

**UNI 499- University-wide special topics course 3-3-0**  
This course provides an open code for creating a special 400-level course related to a relevant topic within any discipline offered at Bishop's University. Pre-requisite: permission from the Instructor or at least one 300 level course.