



Information and Registration Handbook 2009/2010 For Years II, III, and IV

June 25, 2009

This document contains registration information and instructions for the 2009-2010 academic year. Please **read** the information in this document in preparation for enrolment in your PHE/CTEP academic and activity courses starting **July 8, 2009 at 6:00 a.m.**, and Arts and Science courses starting **August 12, 2009, at 6:00 a.m.**

Faculty and staff will be available throughout the year for consultation regarding any difficulties you may be experiencing even if they are not academic related. Your personal difficulties may affect your concentration and ability to succeed – ask for help before it’s too late! We can help or refer you to professionals who can help you. So don’t hesitate to make an appointment to see us. If it’s an emergency, call or stop by. We will make every effort to accommodate you immediately.

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Regular Office Hours: Monday to Thursday 9:30 a.m. – 11:30 a.m. and 1:30 p.m. to 3:30 p.m.
Special September Hours: Monday to Friday 9:30 a.m. – 11:30 a.m. and 1:30 p.m. to 3:30 p.m.

You will need to refer to the *FPEH Calendar 2009-2010* and the *Arts and Science Registration Handbook and Timetable 2009-2010* for pertinent information to assist you in the enrolment of courses. Copies of the Arts and Science Registration Handbook and Timetable 2009-10 are available at our office (while supplies last). The Arts and Science Calendar may be purchased for \$4.00 at the Faculty of Arts and Science Office (room 1006, Sidney Smith Hall). Both of these documents are available on the website at <http://www.artsci.utoronto.ca/current/undergraduate/course>

The FPEH Calendar is available at our Main Office for pick-up. The FPEH calendar is also on our website at http://www.ac-fpeh.com/faculty_research/undergrad/academic_courses.php.

Table of Contents

A. What’s New	p. 2	G. Tuition Fees & Registration	p. 8
B. Changes in Courses, Program Requirements and Transitions	p. 2-3	H. Important Notices	p. 9
C. Enrolling in Academic Courses	p. 3-5	I. Policy Reminders	p. 10-11
D. Enrolling in PAC Courses	p. 5-6	J. General Information	p. 11-12
E. Enrolling in ODP Courses	p. 6-7	A Few Important Steps	p. 12
F. Enrolling in CTEP Courses	p. 7-8	Appendix A: PHE101Y & PHE103H Lab Schedule	p. 13
		Appendix B: Enrolment Information for PHE350 and PHE450 Students	p. 14-16

A. What's New?

1. New for 2009-10

- The Fall and Winter terms have been changed from 13 week terms to 12 week terms.
- The academic year will finish earlier.
- Classes will begin on Wednesday, September 9, 2009.
- On Wednesday, November 11th, regular Wednesday classes will be cancelled and regular Monday classes will meet instead.
- There will be a Fall Break. No classes on November 12 and 13, 2009.
- December Study Break is December 7 and 8, 2009. There will be no classes.
- Fall examination period is December 9 to 18, 2009.
- April Study Break is April 5 and 6, 2010. There will be no classes.
- Winter examination period is April 7 to 23, 2010.
- Final examinations are held during the day, evenings and **may be held on Saturdays**.

B. Changes in Courses, Program Requirements and Transitions.

1. Courses not offered in 2009-2010

PHE302H – The Olympics
PHE304H – Theory of Motor Skill Acquisition – Motor Control
PHE335H – Hockey in Canadian Culture
PHE403H – Body, Health and Physical Culture(s)
PHE415H – Environmental Physiology
PHE419H – Exercise Assessment & Prescription Theory & Application

2. New and revived Courses for 2009-2010

PHE311H – Physical Activity & Public Policy

During the last few years, governments around the world and at every level in Canada - federal, provincial, municipal, school board and college/university - have initiated new policies and programs to address the growing crisis of physical inactivity. This course examines those initiatives, the circumstances that gave rise to them and their adequacy and effectiveness, with specific reference to Canada.

Exclusion: UNI311H

Prerequisite: PHE202H

PHE313H – Psychology of Injury and Rehabilitation

Psychological consequences of injury are often overlooked and are important considerations in rehabilitation programs. This course examines current theory, and research related to the psychosocial impact of and recovery from athletic and dance injury. Empirical work and case studies will be used to explore research, assessment and intervention strategies across injuries and genres. Prevention, management, and ethical issues relevant to sport/performance psychology personnel, and the broad sport/dance medicine team will be addressed.

Prerequisites: PSY100H Introduction to Psychology; PHE200H Psychology of Physical Activity and Sport; PSL200Y Basic Human Physiology; PHE203Y Research Design and Evaluation

PHE422H – Special Topic – Advanced Sport Psychology

This course will examine the most effective means by which individual and team athletic performance can be enhanced. The focus will be on integrating scientific research based on cognitive and social psychology with hands-on experience.

Mental preparation strategies and performance techniques will be taught so that recreational and elite athletes can achieve optimal performance. Topics to be covered throughout the term will include: anxiety, arousal and stress; psychological skills training, motivation, confidence, focus, goal-setting, imagery, team dynamics, burnout and coach-athlete relationships.

Pre-requisite: PHE200H

PHE423H – Special Topic – Advanced Coaching Seminar

This course will introduce students to and deepen their understanding of, a variety of coaching styles, strategies and theories. Throughout the course students will be engaged in the analysis and deconstruction of successful coaching programs, in both individual and team sports. In determining the criteria of what constitutes successful coaching, the course will examine coaching at all levels and consider the obstacles and challenges in building successful coaching programs in today's society.
Pre-requisite: PHE320H

3. PAC Attendance Ruling

The number of absences per rotation unit has been changed. Please see page 6 for a full description of the ruling.

C. Enrolling in Academic Courses

1. Important Dates for 2009-2010

June 25	ODP payment processing begins
July 1	Canada Day Holiday - University closed
July 8	PHE & PAC course registrations begins on ROSI at 6:00 a.m. BIO150Y1 L2001 & NFS284H1 L2001 registration begins (limited space) ODP100H & ODP200H1 registration begins on ROSI ODP300H/ODP301H/ODP302H – Third and fourth year students can add themselves on ROSI. Waiting lists will be active though there is no guarantee that spaces will become available. See pages 6-7 for full ODP information and instructions.
August 3	Civic Holiday, University closed
August 12	Arts & Science course registration begins for BPHE students on ROSI at 6:00 a.m.
August 11 & 13	Black out period for Arts & Science Course registration, no enrollments allowed.
August 14	Arts & Science course registration resumes
August 15	Deadline to pay ODP fees
August 31 – Sept. 3	ODP100H & ODP200H
September 3 – 7	ODP300H
August 31	Deadline to pay minimum tuition fees
September 7	Labour Day, University closed
September 9	Academic and activity courses begin
September 11	Last date to register without a late penalty. Registration cancelled if fees not paid or deferred.
September 15	Last date to enroll in F and Y section code academic courses Deadline to submit <u>approved</u> applications for PHE390Y/490Y/491H courses

2. ROSI (Repository of Student Information)/SWS (Student Web Service) – www.rosi.utoronto.ca

Enrolment in PHE and Arts and Science academic courses is on-line using ROSI – the university's Student Web Service. Detailed instructions on how to use ROSI are available in the 2009-2010 Arts and Science Registration Handbook & Timetable, p. 56 and on their website <http://www.artsci.utoronto.ca/newstudents/canadian/courses/rosi>

3. Enrolment in PHE academic courses will commence on **July 8th, at 6:00 a.m.** on ROSI. Refer to the academic timetable for course offerings.

- You are allowed to enroll in a maximum of 6 full academic credits. For course overloads, see page 32 of the PHE Calendar, and page 5 in this document. When planning your timetable, remember to include your Arts and Science options as part of the credit total.
- The waiting list limit is 2.0 full credits. Courses listed on the Waiting List will count as part of your 6.0 full credit course allowance. For detailed information on waiting lists see pages 52-55 of the A&S Registration Handbook & Timetable or on their website http://www.artsci.utoronto.ca/current/undergraduate/course/timetable/0910_fw/waiting-lists

- If you decide that you do not want a course, you should cancel it as soon as possible. Only by cancelling the course on ROSI will your space become available to another student. You will be responsible for any fees and academic penalties incurred if you do not cancel courses before the appropriate deadlines.
- Careful program planning and prioritizing at this stage is important, because by September certain courses may be full or unavailable. To help you select PHE options a binder of the most recent course outlines is available for your perusal at our office. Professors may make course revisions for 2009/2010.
- It is your responsibility to verify that you have fulfilled all program and degree requirements. View and confirm that your academic and activity selections are correctly listed on ROSI.

4. Enrolment in Arts and Science courses will commence on **Wednesday, August 12th, at 6:00 a.m.** on ROSI. Refer to and follow the procedures in the Arts and Science 2009-2010 Registration Handbook and Timetable.

- Check the A&S website for course and timetable updates: <http://www.artsci.utoronto.ca/current/undergraduate/course>
- Choose and enter your Arts and Science courses in priority order as ROSI will only allow you to register in a maximum of 6 full credits.
- The waiting list limit is 2.0 full credits. Courses listed on the Waiting Lists will count as part of your 6.0 full credit course allowance. For detailed information and instructions about waiting lists, please refer to pages 52-53 of the 2009-2010 Arts and Science Registration Handbook & Timetable or on the web-site <http://www.artsci.utoronto.ca/current/undergraduate/course>.

5. Enrolment in PHE101Y and PHE103H Courses

For students enrolling in both courses:

PHE101Y and PHE103H practical lab sessions are scheduled at the same time on Fridays. Choose the practical lab session of your choice for PHE101Y and the office will add you to the corresponding practical lab session for PHE103H. We have pre-arranged the labs to avoid conflicts. If you are enrolled in both courses you will be attending labs every week or as scheduled. One week will be for PHE101Y and the next week will be for PHE103H, etc. For a detailed schedule see Appendix A – *Schedule of PHE101Y and PHE103H Practical Labs*.

For students enrolling in PHE101Y only:

Choose the practical lab session of your choice as indicated on the 2009-2010 Academic Timetable.

For students enrolling in PHE103H only:

You must contact darryl.mcscherry@utoronto.ca or tim.linden@utoronto.ca **in writing** to be placed in a practical lab section. For the date and times please refer to the PHE101Y meeting section on the 2009-2010 Academic Timetable.

6. Enrolment in PHE350Y & PHE450Y Courses

Students who have been approved for PHE350Y and PHE450Y Leadership Placement courses in the 2009-10 academic year will be automatically entered into the course on ROSI before course registration commences. Students must select their own practical section on ROSI starting July 8th. **Each PHE450Y practical session corresponds with a group project.** For full descriptions of projects and times please refer to the attached Appendix B - *Enrolment Information for PHE350Y and PHE450Y Students*.

7. Enrolment in PHE390Y/PHE490Y and PHE491H Courses

Students intending to enroll in any of these courses are advised to contact potential faculty advisors as soon as possible. Each faculty member can accept only a limited number of students. A list of faculty advisors, enrollment procedures and agreement forms for these courses will be available at the following website http://www.ac-fpeh.com/faculty_research/undergrad/academic_courses.php. The deadline for interested students to submit a completed and signed Advisor-Student agreement to the FPEH Office is **September 15, 2009**.

Students who submit completed applications for PHE390Y/PHE490Y/491H by the September 15th deadline will be entered into the course automatically on ROSI with an interim (INT) status. Once the project is fully approved by the course coordinator, the status will be changed to “approved” (APP) on ROSI. Students who do not meet the course prerequisite requirements or whose project is not approved will be assigned refused (REF) status on ROSI.

8. Course Prerequisites and Co-requisites

Students must observe course prerequisites and co-requisites. Students will be withdrawn from courses for which they have not successfully completed the appropriate requirements. No marks will be assigned regardless of term work already completed or completion of the course. Refer to pages 16-27 of the Calendar to see the prerequisites and co-requisites for each course.

9. Course Overload

If you wish to take more than the maximum permissible number of courses (6.0 Academic and/or 2.0 PAC) you must complete and submit a Request to Enroll in Course Overload Form. A GPA of 2.7 or higher is required. There must be valid grounds for your request. Only if your request has been approved will you be enrolled in excess courses (pending the availability of the course(s)).

10. Course Cancellation

The Faculty reserves the right to cancel courses with low enrolment. If you are enrolled in such a course be prepared to choose another alternative and/or to seek assistance in obtaining a replacement course in early September. Where courses are on the "cancellation borderline," a decision may be made at or after the first class in September and in January.

11. Academic Course Attendance Ruling

Students are expected to attend and actively participate in 100% of the assigned laboratories, seminars and tutorial sessions for academic course credit. For course requirements refer to the course outlines and information from the professors/instructors at the start of the course.

D. Enrolling in PAC Courses

1. Physical Activity Curriculum (PAC) Rotations

The Physical Activity Curriculum (PAC) courses are a required component of the BPHE program. The PAC program includes four full-year courses, they are designated PAC 100Y, 200Y, 300Y and 400Y. Each required rotation contains a variety of activity units which students rotate through as the term progresses. PAC200Y - Skill Development Rotation, PAC300Y – Movement Principles and Inclusion, and PAC400Y – Diversity in Physical Activity Rotation do not offer the same activity units in each of the sections. Enroll in the available PAC course section that appeals the most to you. Please refer to the 2009-10 PAC Timetable for a full list of available rotation sections and units.

2. Enrolment in Physical Activity Curriculum (PAC) Rotations will commence on **July 8th, at 6:00 a.m.** on ROSI. Choose the available PAC section that interests you the most. Enrolment is on a first come, first served basis and there are no waiting lists available for full sections.

3. Safety, Equipment Requirements and Appropriate Attire for Activity Courses

Faculty regulations state that for the safety of all participants, proper safety equipment and appropriate attire in physical activity courses must be worn. This policy will be strictly enforced. Refer to your course outlines distributed at the beginning of the rotation unit for specific instructions.

All sport specific game and safety equipment (i.e. racquets, goggles, shin guards, bats, helmets) will be provided, however students may also bring their own. Non-marking shoes must be worn for all hardwood surface gyms and courts (SG, SC, UG, FC). Come prepared to participate in your activities on the first by bringing appropriate equipment and attire (i.e. T-shirt & shorts, bring swimsuits for PAC200Y aquatics, etc.)

4. Accessibility Needs and Injuries

Students with specific accessibility needs, disabilities and/or injuries must inform the BPHE Undergraduate Office and consult with Dave Cooper to arrange alternate accommodations to meet the physical activity degree requirements. Early notification is preferred so appropriate accommodations can be organized. Documentation from an appropriate physician or specialist is required.

5. Physical Activity Curriculum (PAC) Rotations Attendance Ruling - REVISED

A single letter based mark is assigned at the successful completion of each PAC course. Student marks reflect the aggregate mark achieved over the completed rotation units. For example: the course PAC100Y consists of six rotation units: Run, Jump and Throw, Dance, Aquatics, Principles of Fitness I, Gymnastics and NCCP FMS. Each rotation unit is graded and a single final aggregate mark is determined from the average of the unit grades.

All activity units of the rotation must be completed successfully to receive credit, a unit mark of 50% or more is considered a pass. If you do not pass a unit, you will be required to take that activity again and a mark of "F" will be recorded for the whole PAC course until that activity unit of the rotation is completed successfully.

Being present in class and participating fully is an integral part of the PAC program. Students are allowed to be absent as follows:

- **No more than 1 absence in any 1 rotation unit.**
- **No more than 6 absences in PAC100Y, PAC200Y and PAC300Y rotations. No more than 5 absences in PAC400Y rotation.**
- **Two lates will equal to one absence.**

An absence is defined as being absent from class for ANY reason (i.e. medical, personal etc.). If you miss more than 25% of the rotation unit, you will have to take that rotation unit again. If you exceed the allotted number of absences, you have the following options:

- 1) Speak to your Instructor to see if you can make up the time in any way. This is the best option.
- 2) Contact Walter Okihiro (pac.peh@utoronto.ca) about making up the time in another class. You will need to get a "Make-up Sheet" signed by the Instructor whose class you attend and return this sheet to Walter Okihiro. Make-up Sheets are available at the Undergraduate Office. For students exceeding the absence allowance a mark of no credit will be recorded until these absences are cleared.
- 3) If you are injured and cannot participate you should still attend class. Speak to your instructor and assist him/her if possible. You should be making notes on the class activity and not be doing any other work.

E. Enrolling in ODP Courses

1. Tentative ODP Course Dates and Fees

ODP100H1	Outdoor Project I	August 31 – Sept. 3, 2009	\$265.00
ODP200H1	Outdoor Project II	August 31 – Sept. 3, 2009	\$265.00
ODP300H1	Advanced Canoe Tripping	September 3 – 7, 2009	\$265.00
ODP301H1	White Water Canoeing	May 7 - 9, 2010 (tentative)	\$190.00
ODP302H1	Winter Camping - section 1	January 29 – February 3, 2010 (tentative)	\$190.00
ODP302H1	Winter Camping - section 2	February 5 – 7, 2010 (tentative)	\$190.00

2. Enrolment in Outdoor Projects

The ODP timetable and detailed course outlines, fees, clothing and equipment lists are available at the following website:
<http://www.ac-fpeh.com/PDF/academic/ODPTT20099.pdf>

Spaces in all ODP camps are limited. If your enrolment in the ODP course on ROSI is successful it will show as **interim** (INT) status. Upon receipt of full payment, the status will change to **approved** (APP). In some cases, if the course is full you will be given the option to be placed on the waiting list. If a space becomes available, you will be automatically enrolled with "**interim**" status only. To confirm your spot, payment must be made by the published deadline date.

ODP100H/200H registration will commence on July 8th and end on Aug. 15, 2009.

Enroll in your desired camp selection on ROSI and complete the Outdoor Project Registration Form available on the Outdoor Projects web page: http://www.ac-fpeh.com/faculty_research/undergrad/outdoor_project.php . Full payment must be made by August 15th, 2009 to ensure that your place in the camp is approved. Payment can be made by VISA, MC, AMEX, direct payment and cash (at Main Office). Cheques are not accepted.

Third Year ODP Registration Procedures

Ballot Phase: Students with active third year standing were asked to ballot for spaces in ODP300H/ODP301H/ ODP302H in March 2009. Ballot results are available on the Outdoor Projects web page: http://www.ac-fpeh.com/faculty_research/undergrad/outdoor_project.php Students who have successfully balloted will be entered into their confirmed ODP on ROSI in June 2009.

ROSI Phase: Third & fourth year students can add themselves to a third year ODP course on ROSI starting July 8th, at 6 a.m. Waiting lists will be active though there is no guarantee that spaces will become available in the future if the course fills up.

Payment: Students with interim approval status in ODP300H must pay for the course by August 15, 2009 and students with interim approval status in ODP301H/ODP302H must pay for the course by October 30, 2009. Payment can be made by VISA, MC, AMEX, direct payment and cash (at Main Office). Cheques are not accepted. Registration forms are available on the Outdoor Projects web page: http://www.ac-fpeh.com/faculty_research/undergrad/outdoor_project.php

Cancellation & Refunds

If you are unable to attend the camp because of illness or uncontrollable circumstances (documentation required), please contact Darryl McSherry at undergrad.peh@utoronto.ca to arrange for a refund. A \$50.00 non-refundable administrative charge is levied on any refund. Camp fees cannot be transferred to a future outdoor project.

F. Enrolling in CTEP Courses

1. CTEP Required Courses

In addition to the BPHE degree course requirements students in the CTEP program must also enroll in the required CTEP courses within their year of study.

Year I

Course	Sect. Code	Title	Meeting Section	Time	Instructor	Location
PRA140Y1	Y	CTEP E-Portfolio	P101	W2	Cooper	TBA

YEAR II

Course	Sect. Code	Title	Meeting Section	Time	Instructor	Location
PHE240H1	S	Equity and Diversity in Education	L0101	M&W9-10:30	Fusco	TBA
PRA240Y1	Y	CTEP E-Portfolio	P101	W3	Cooper	TBA

YEAR III

Course	Sect. Code	Title	Meeting Section	Time	Instructor	Location
EDU301H1	F	Principles of Teaching	L1401	F10-1	OISE	TBA
EDU302H1	S	Inclusive Education	L1401	F10-1	OISE	TBA
PHE331H1	F	Teaching the Child Physical Activity	L0101 T0101	T5-6:30 R5-6:30	TBA	TBA
PHE340H1	S	Communication & Conflict Resolution	L0101	T&R5-6:30	TBA	TBA
PRA340Y1	Y	CTEP E-Portfolio	P0101	W1	Cooper	TBA
PRA341H1	Y	Education Internship	P0101	TBA	Cooper	TBA

CTEP students are encouraged to confirm and conduct a degree audit of their CTEP program requirements with Dave Cooper to ensure the following:

- completion of E-Portfolio for each year
- course requirements for second teachable
- third year education internship placement
- degree requirements met for each year of the program

For an audit of your BPHE program requirements please contact Tim Linden or Darryl McSherry.

Misunderstanding, or advice received from another student, will not be accepted as petitionable grounds for special consideration from any regulation, deadline, program, or degree requirement.

G. Tuition Fees & Registration

1. Tuition Fees - Invoices

Student will not receive paper invoices. For up to date information on fees, please view your Student Account on the Student Web Service (ROSI), www.rosi.utoronto.ca and note the required minimum payment. For phone or online payments with your financial institution, use the 'account number' on the top right hand corner of the invoice format on ROSI.

Pay by August 31, 2009 - You can pay your fees like a bill – at a bank, via telephone or internet banking, or at a bank machine. To pay at a **bank machine** or at a **teller**, take a copy of your account in invoice format printed from ROSI with you. Your account number & student number printed on the account are needed to ensure the payment is credited to your account. If you would like to pay online or by phone, contact your bank to add the University of Toronto to your list of bills, using the account number located on the top right-hand corner of your invoice format of your account on the Student Web Service. The account number consists of up to the first five characters of your surname (in capital letters) and 10 numbers which will be your student number with leading zeros. Make sure you keep your receipt or confirmation of payment, or write down your confirmation number. This is your proof of payment and may be useful if there is a delay in processing your payment. For more information on Fees and fee payment, please review the Student Accounts website at <http://www.fees.utoronto.ca/session/fallwinter0910/regchecklist.htm> click on the appropriate heading.

2. OSAP Funding & Deferrals

The 2009-10 online OSAP application is now available for students to apply for assistance for September 2009. Visit their website at <http://osap.gov.on.ca/> Returning full time students who need financial assistance are advised to apply for fall OSAP by May 30, 2009. When students apply for 2009-10 OSAP, there is a 10 minute mandatory on-line OSAP Loan Counseling Session.

Students receiving OSAP funding may request a temporary tuition fee deferral, which allows them to be fully registered in their courses without paying the minimum fee before the fee deadline. Bring your OSAP Notice of Assessment to the BPHE Office by August 31, 2009 to process the deferral. If you do not receive your Notice of Assessment from OSAP by August 14, 2009 you should go to the Admissions and Awards Office (315 Bloor Street West) to find out what to do.

OSAP loan documents for the 2009-10 session will be available for pick-up at the FPEH Undergraduate Office beginning September 9, 2009 during office hours. To claim your document you must show your TCard, social insurance card and one piece of government issued photo ID.

3. Registered Status

To be fully registered for the fall-winter sessions you must enroll in courses on ROSI and pay at least the minimum first installment or defer your fees if you are receiving OSAP funding. Once you have paid your fees (minimum payment or deferment) student records system will automatically change your status from 'invite' (INVIT) to 'registered' (REG) on ROSI within seven business days of payment.

Failure to pay the minimum payment or arrange deferment of fees by Sept. 11, 2009 will result in cancellation of enrolment in all courses.

H. Important Notices

1. Assignment Pick-up

Course essays, lab assignments, journals, from the 2008-09 session are available for pick-up at the Main Office. You must show your student ID T-Card to pick up your assignments. Unclaimed assignments will be discarded after September 2009.

2. Program of Study

Students must complete the Program of Study degree requirements for their year of admittance. Changes made to the curriculum may have an effect on your program of study. You are strongly advised to conduct a degree audit annually. Make an appointment with the BPHE administrative staff to assist you with the process.

3. Program Confirmation

The ultimate responsibility rests with the student for completeness and correctness of course selection, for compliance with prerequisite, co-requisite requirements, for completion of program requirements, and for observance of regulations, deadlines, etc. Students are responsible for seeking guidance from the BPHE Program Administrators if they are in any doubt. Refer to the 2008-09 FPEH Undergraduate Calendar for detailed policy information.

4. Graduation Preparation (November 2009, March 2010, June 2010)

Year IV students are encouraged to make an appointment with Tim Linden to ensure that all degree requirements have been met for graduation before the last date to enroll in academic and activity courses: September 15, 2009. Review your academic records and make sure that you have fulfilled all the published requirements. Misunderstanding, or advice received from another student, will not be accepted as petitionable grounds for special consideration from any regulation, deadline, program, or degree requirement.

If you are eligible for graduation, you must complete and submit a "Graduation Request Form" to the FPEH Undergraduate Office. Request forms are due as follows:

Fall 2009 Graduation – September 11, 2009

March 2010 Graduation (in Absentia) – November 3, 2009

June 2010 Graduation – December 4, 2009

Graduation forms will be available at the following link: http://www.ac-fpeh.com/faculty_research/undergrad/graduation.php

5. CPR and SFA Requirements

All students are required to obtain certification in minimum Standard First Aid (SFA) and Basic Rescuer Level C (CPR) as a requirement for their BPHE degree. Upon completion of the certifications (preferably by second year), please bring the original certificates to our office so completion can be noted on ROSI (PAO900H1). We will make a copy for our files and originals will be returned. Certifications will be verified. We will only accept certifications recognized by both the Workplace Safety and Insurance Board and the Heart and Stroke Foundation. The following organizations offer acceptable courses: Canadian Red Cross, Heart and Stroke, St. John Ambulance, Life Saving Society, and the Faculty of Physical Education and Health.

6. FPEH Undergraduate Student Computer Lab

All registered FPEH students have access to the undergraduate computer lab. Log-in instructions are available at the lab. Management of the computer lab will be a joint effort involving our student body and the administration. We welcome your support to regulate/monitor the materials used for academic purposes and respect the rights and needs of your peers. Note that by using the computer lab you expressly agree that you know, understand, and will abide by all of the rules, regulations, and policies governing its use.

I. Policy Reminders

1. Student's Responsibilities

It is the student's responsibility to be aware of policies, procedures and deadlines which are in effect during his/her attendance at the University of Toronto. It is also the student's responsibility to attend classes regularly, to keep his/her work up-to-date, and to complete assignments as required.

2. Code of Behaviour on Academic Matters and Code of Student Conduct

These codes apply to all students of the University. Offences will be dealt with according to the established procedures and guidelines and may result in the loss of the academic credit and expulsion from the University. Examples of offences are cheating, plagiarism, discrimination, harassment, unauthorized and inappropriate use of information technology, and disruption of a class/activity, etc. For a full description of these Codes see <http://www.governingcouncil.utoronto.ca/policies/behaveac.html> and <http://www.governingcouncil.utoronto.ca/policies/studentc.html>

3. Standards of Professional Practice Behaviour for Health Professional Students

These standards apply to all Health Professional Students. Breach of any of these standards may result in the loss of the academic credit and/or suspension from the University. For a full description of this code see http://www.governingcouncil.utoronto.ca/policies/Professional_Practice_Behaviour_Health_Prof_Students.htm

4. Freedom of Information and Protection of Privacy (FIPPA)

The University of Toronto respects students' privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 201, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

5. Term Work

All term work must be submitted on or before the specified due date. Extensions for the submission of term work are at the discretion of the instructor but extensions beyond the end of the official corresponding terms exam period must be requested by petitioning no later than the last day of the exam period. Students will be required to complete all course requirements prior to writing the final exam unless otherwise specified in the course outlines. Students unable to do so will have to defer their final examination(s) until these requirements are met.

6. Guidelines for the Conduct of Examinations

The Faculty has established examination procedures and policies. It is important that all students are aware of and adhere to these guidelines. Refer to page 31 of the Calendar.

7. Deferred Examinations & Exam Policies

Students who miss a final exam for unforeseen reasons beyond their control may petition to write a deferred exam during the deferred exam period. Students who make personal commitments during the examination period do so at their own risk. No special consideration is given and no special arrangements are made in the event of conflicts. Petitions based on travel, employment, or personal plans will not be considered. **Deferred examinations from the December 2009 finals will be scheduled during the last two weeks in January 2010. Deferred examinations from April 2010 finals will be scheduled during the first two weeks in May 2010.** Students who missed writing exams during the deferred exam periods will have to petition for a further deferral and will be scheduled to write the exam at the next available opportunity, which may be the following year when the course is repeated. See Calendar, page 30, for detailed procedures.

Students who write a scheduled examination are not permitted to request an alternative assessment or special consideration in marking after the fact. Claiming an inability to perform at full potential or illness after the fact will not be accepted as grounds for consideration of a petition concerning performance on an examination. Students writing an examination against medical advice should do so knowing that they will not be given consideration after the examination has been written. Use your good judgment.

If you become severely ill during an examination, notify the Professor immediately. You cannot do this at the end of the examination. Hand in all examination materials. The examination will not be marked. You must immediately seek medical attention and provide the University of Toronto Student Medical Certificate to support your petition for a deferred examination.

Final examinations are held during the day, evenings and may be held on Saturdays.

8. Medical Documentation

The University of Toronto Medical Certificate must be submitted to the FPEH Undergraduate Office in support of petitions and missed examinations. A copy of this certificate is available in the FPEH Undergraduate & Main Offices and on the web at http://www.ac-fpeh.com/faculty_research/undergrad/exams.php

9. Petitions and Appeals

Policies and procedures are intended to ensure that all students in the Faculty are treated equitably and fairly. However, in some cases there are valid reasons why students should be granted an exception from these policies and procedures. Consideration will be given to the needs of students who are experiencing problems that are beyond their power to foresee or control. Most of these situations concern illness, personal problems, accidents, family difficulties, etc. Petitions are not always granted. Petition forms are available in the FPEH Undergraduate & Main Offices and on the web at http://www.ac-fpeh.com/faculty_research/undergrad/exams.php

If you think you need to petition or if you are having problems that interfere significantly with your academic work, you are advised to seek assistance from the FPEH Undergraduate Office.

If your petition is denied, and you have new/additional supporting documentation for your case you may appeal within two weeks of the notification date of the petition result. Appeal forms are available in the FPEH Undergraduate Office. Refer to page 33 of the Calendar for full information about the appeals process.

J. General Information

1. Employment Opportunities

Student Ambassadors

We are seeking BPHE students to represent the Faculty as student ambassadors. There are volunteer and paid positions available. As a Student Ambassador, you will assist with recruitment of high school students applying to the program, and represent the Faculty of Physical Education and Health at special recruitment events. You will meet, greet and conduct tours for high school visits, and answer questions about the program and student life at the Faculty and the University of Toronto. Upcoming events are the Welcome and Information Sessions for newly admitted students in June. Other events include the Ontario University Fair at the Metro Convention Centre (September), Fall Campus Day (October), Reception for Scholars (November), National Undergraduate Research Day (March/April) and March Break Events, etc. Interested students, please contact Margaret Ajax as soon as possible at 416-978-3026 or by e-mail at margaret.ajax@utoronto.ca.

Work Study Positions – Student Ambassadors and Student Mentors

We are seeking students to join our Recruitment and Student Mentor teams. To be eligible, you must have applied and qualified for the University of Toronto 2009-10 Work-Study Program. Visit the following website for postings: <http://www.ac-fpeh.com/leadership> Interested students please email Wenda Kwong at wenda.kwong@utoronto.ca.

Faculty's Center for Leadership Training and Education

For leadership, work study and employment opportunities available at the Faculty of Physical Education and Health visit the following website <http://www.ac-fpeh.com/leadership> or visit their office located in BN227.

U of T Career Centre

The U of T Career Centre can help you find part time employment for the academic year and also provides workshops and information about career planning, resume writing, interview skills etc. Full details about their services are available on line at <http://www.careers.utoronto.ca/>

2. Health Sciences Writing Centre

BPHE students are advised to utilize the Writing Centre for advice on approaching, formulating, drafting and finalizing written assignments in their courses. For further details visit their website <http://www.hswriting.ca/>.

3. University of Toronto Transcript Centre

Transcript orders are processed centrally by the University of Toronto Transcript Centre. This consolidated transcript will include the student's total academic record at the university. Students may request transcripts online at: www.rosi.utoronto.ca. A fee of \$10.00, which includes G.S.T. and P.S.T., is charged for each transcript. Transcript information can be found at <http://www.artsci.utoronto.ca/current/undergraduate/transcripts>

A FEW IMPORTANT STEPS ...

- **PLAN** your academic and activity course requirements pertaining to your year of admission.
- **CONSULT** the PHE and Arts and Science timetables for academic course selections and **confirm** dates, times and location in the revised versions available in late August.
- **COMPLETE** the course timetable worksheets in the *Arts and Science 2009-2010 Registration Handbook & Timetable* before connecting to the SWS (www.rosi.utoronto.ca).
- **ENROLL** in **PHE Academic courses** on ROSI starting **July 8, at 6:00 a.m.** Enroll early for best results. Remember to include your Arts and Science options as part of your total academic course load.
- **ENROLL** in **PAC & ODP activity courses** on ROSI starting **July 8, at 6:00 a.m.** Enrolment is on a first come, first served basis.
- **ENROLL** in **Other Division Academic** courses on ROSI starting **August 12, at 6:00 a.m.** Enroll early for best results. Follow the instructions in the *Arts and Science Registration Handbook and Timetable 2009-2010*.
- **FOLLOW** the registration procedures for the Outdoor Projects.
- **SUBMIT** ODP 100H/200H/300H registration Forms with payment – June 25 to August 15, 2009.
- **PAY** fees by August 31, 2009 at a bank and keep your receipt as proof of payment to ensure that registration is complete by the first day of classes. Failure to pay the minimum payment or arrange deferment of fees will result in cancellation of enrolment in all courses.
- **REGISTRATION AND T-CARD STATUS** - By enrolling in academic courses on ROSI and paying your fees by the deadline date you will be registered in your courses and your TCard will be activated.
- **BE AWARE** of all deadline dates e.g. to add or delete courses without academic penalty.

☺ ☺ ☺ *RELAX ...and ... enjoy the summer. ... See you in September!*

Appendix A: Schedule of PHE101Y and PHE103H Practical Labs

DAY: Friday – FALL – PHE101Y and PHE103H Practical Labs

TIME	Sep-18	Sep.18	Sep. 25	Sep.25	Oct. 2	Oct.2	Oct. 9	Oct. 9	Oct. 16	Oct. 16
10-11		103H P0101	101Y P0101	103H P0102	101Y P0102	103H P0101	101Y P0101	103H P0102	101Y P0102	103H P0101
11-12		103H P0103	101Y P0103	103H P0104	101Y P0104	103H P0103	101Y P0103	103H P0104	101Y P0104	103H P0103
12-1		103H P0105	101Y P0105	103H P0106	101Y P0106	103H P0105	101Y P0105	103H P0106	101Y P0106	103H P0105
1-2		103H P0107	101Y P0107	103H P0108	101Y P0108	103H P0107	101Y P0107	103H P0108	101Y P0108	103H P0107
2-3		103H P0109	101Y P0109	103H P0110	101Y P0110	103H P0109	101Y P0109	103H P0110	101Y P0110	103H P0109
3-4		103H P0111	101Y P0111	103H P0112	101Y P0112	103H P0111	101Y P0111	103H P0112	101Y P0112	103H P0111

TIME	Oct. 23	Oct.23	Oct. 30	Oct. 30	N-6	N-6	N-20	N-20	N-27	N-27
10-11		103H P0102		103H P0101		103H P0102	101Y P0102	103H P0101	101Y P0101	103H P0102
11-12		103H P0104		103H P0103		103H P0104	101Y P0104	103H P0103	101Y P0103	103H P0104
12-1		103H P0106		103H P0105		103H P0106	101Y P0106	103H P0105	101Y P0105	103H P0106
1-2		103H P0108		103H P0107		103H P0108	101Y P0108	103H P0107	101Y P0107	103H P0108
2-3		103H P0110		103H P0109		103H P0110	101Y P0110	103H P0109	101Y P0109	103H P0110
3-4		103H P0112		103H P0111		103H P0112	101Y P0112	103H P0111	101Y P0111	103H P0112

DAY: Friday - Winter – PHE101Y Practical Labs

TIME	Jan.15	Jan.22	Feb.26	Mar.5	Mar.12	Mar.19
10-11	101Y P0102	101Y P0101	101Y P0102	101Y P0101	101Y P0102	101Y P0101
11-12	101Y P0104	101Y P0103	101Y P0104	101Y P0103	101Y P0104	101Y P0103
12-1	101Y P0106	101Y P0105	101Y P0106	101Y P0105	101Y P0106	101Y P0105
1-2	101Y P0108	101Y P0107	101Y P0108	101Y P0107	101Y P0108	101Y P0107
2-3	101Y P0110	101Y P0109	101Y P0110	101Y P0109	101Y P0110	101Y P0109
3-4	101Y P0112	101Y P0111	101Y P0112	101Y P0111	101Y P0112	101Y P0111

Appendix B: Enrolment Information for PHE350Y and PHE450Y Students

Students who have procured placements have been enrolled in the lecture section of their placement course and must follow up as soon as possible to select their tutorial or lab for 2009-2010.

PHE350 students must enrol in a tutorial section. The tutorials have limited enrolment and popular times fill quickly! See your Academic Timetable for available tutorial times.

PHE450 students have a NEW ROSI ENROLMENT REQUIREMENT. Instead of enrolling in a tutorial section, you must enrol in a GROUP PROJECT LAB. Each of the ten PHE450 group projects has been assigned a specific meeting time and the group project time will coincide (but meetings will not conflict) with your tutorial attendance dates which will be announced in class in September. Attendance at group project times and tutorials is mandatory, so make sure that you **plan your schedules to be available for the full two hours throughout the entire fall and winter terms, as switching projects after the last date to enrol is prohibited**. Each group project team has about six students so it is imperative to act quickly. As is often the case in the work world, you will not get to freely choose your working partners or your project (choices may be restricted by your timetable). Do not dismay, all projects have excellent learning merit!

The projects provide opportunities for students to be actively involved in their own and their classmates' learning with the guidance of the course instructor and/or a Faculty staff member. You will work in groups to hone key leadership skills related to collaboration as well as workshop and/or event planning, delivery, and evaluation. Some class and/or group meeting time will focus on skills to enhance your group performance. Overall, the projects involve creative contribution to the broader placement program (events and administrative processes); the learning experiences of BPHE students in lower years; and/or to the learning activities and content of PHE450.

To assist you in selecting the most appealing project at a lab time that works for you, see the salient group project details below:

PHE450YPROJECTS (KEY RESPONSIBILITIES AND OPPORTUNITIES)

TUESDAY 2 - 4PM LAB TIME PROJECT CHOICES:

P0101 (Project #1) 2010/11 Placement Matching Process Ambassadors and Administrators

RESPONSIBILITIES: This team will support students through the PHE350/PHE450 matching process and will promote and enhance the behind-the-scenes administrative preparation for the process.

OPPORTUNITIES AND/OR SAMPLE ACTIVITIES

Plan, promote, implement, and evaluate:

- a January general information meeting (required for all incoming placement students)
- an advertising campaign to encourage students and mentors to follow the process within established timelines in a stress-free manner,
- information for both mentors and students to post in pertinent locations (e.g. web sites)
- timely sessions to mentor students through the steps of the process (from January – early-March)

Note: group members will not be involved in actually assigning students to placements.

P0102 (Project #2) Mentor Appreciation Evening

RESPONSIBILITIES: The Mentor Appreciation Evening is an opportunity to thank our current, active mentors for their contribution in time and effort in assisting students in their workplace education.

Your team will plan, prepare, implement, and evaluate this event that is usually held in early March.

OPPORTUNITIES AND/OR SAMPLE ACTIVITIES:

- Grapple with budget constraints and confirm or revise the venue (Faculty Club) and menu.
- Prepare and distribute invitations and promote and confirm attendance of mentors and their students (e.g. response cards, follow-up telephone calls).
- Decide upon, purchase, prepare, and set-up decorations and gifts for the mentors.
- Consider and prepare entertainment (e.g. music, skits, slide shows, photographic displays).
- Select two Masters of Ceremonies and develop an agenda and script(s) for the event.
- Serve as hosts for the evening.

WEDNESDAY 9 - 11AM LAB TIME PROJECT CHOICES:

P0103 (Project #3) >Kinesiology Placements Fair

RESPONSIBILITIES: This (on-campus) Fair promotes our **non-education FAP placements** to BPHE students considering a placement course for 2009-2010. This team will plan, prepare, implement, and evaluate this event. Target time/date (including set up and clean up) is 2-6:30, Thursday, January 21.

OPPORTUNITIES AND/OR SAMPLE ACTIVITIES:

- Prepare and distribute invitations for >Kinesiology current mentors and/or students currently in such placements to promote their placements at the fair.
- Promote the event to current and prospective 2009-2010 PHE350 students.
- Design an appropriate facility set-up in partnership with our Faculty's facility managers.
- Prepare and display all pertinent placement information and decorations.
- Plan, purchase, and prepare refreshments (primarily for mentors).
- Establish and facilitate an event agenda of activities for participants and serve as event hosts.

P0104 (Project #4) Mentor Connections

RESPONSIBILITIES: This team's efforts will focus on communicating creatively with mentors (from October – mid-March) to inform them of students' expectations of mentors, examples of good mentoring, the academic content of our placement courses, upcoming events, etc.

OPPORTUNITIES AND/OR SAMPLE ACTIVITIES:

- Design, research, implement, and evaluate a plan for communicating to our mentors throughout the academic year.
- Gather information (e.g. student testimonials, mentor comments, photographs, mentoring tips, placement program announcements about other project group activities) in order to write, design, and prepare (a late fall and mid-winter) mentor newsletter.
- Prepare information to demonstrate course theory links to placement observations/experiences.
- Provide enhancements to the mentor welcome package for the 2010-2011 academic year.

P0105 (Project #5) Peer Mentors for PHE450C

RESPONSIBILITIES: Following the principles and skills introduced in your Effective Facilitation Workshop, this team will work creatively to mentor their classmates in a fall workshop on reflecting. You will also organize PHE450's final celebratory workshop, the culmination of the year's experience!

OPPORTUNITIES AND/OR SAMPLE ACTIVITIES:

- Prepare and lead an interactive session entitled "*Reflecting on Leadership in Placements*" that ensures your classmates use Nelson's 4 levels of reflection (taught in fall term) as they compare and contrast current examples of leadership theory and practice (12-2 Dec 2nd & 3-5 Dec 3rd),
- Prepare and lead the final class for PHE450 (to summarize and celebrate the end of your learning experiences in the placement courses on the following dates: 12-2 March 31st and 3-5 April 1st).

THURSDAY 3 - 5PM LAB TIME PROJECT CHOICES:

P0106 (Project #6) Peer Mentors for PHE350A (*with more of an Education Focus*)

RESPONSIBILITIES: Following the principles and skills introduced in your Facilitator Training Workshops (held during your regular lab time), this team will mentor your PHE350 colleagues on the familiar *McCollum* style of reflecting. Your group will also organize the PHE350education panel event.

OPPORTUNITIES AND/OR SAMPLE ACTIVITIES:

- In your full group, prepare and (with a PHE450 teammate) lead about 30 PHE350students in an interactive session, "*Placement Learning: Reflecting to Enhance Learning*" that utilizes McCollum's levels of reflection (that you learned in "350") to reflect on placement experiences (3-5pm Nov 5th).
- Organize (e.g. poll interests of PHE350students; invite panelists in teacher training programs; arrange refreshments and gifts for panelists; prepare event program/agenda) and host (e.g. introduce panelists, facilitate panel discussion and question and answer class segment of) the PHE350March18th class, "*Challenges and Insights from Further Education in Education Field*".

P0107 (Project #7) Peer Mentors for PHE350B (*with more of a >Kinesiology Focus*)

RESPONSIBILITIES: Following the principles and skills introduced in your Facilitator Training Workshops (held during your regular lab time), this team will work creatively to mentor your PHE350 colleagues on the familiar *McCollum* style of reflecting on placement learning experiences. Your group will also organize the PHE350>kinesiology panel event.

OPPORTUNITIES AND/OR SAMPLE ACTIVITIES:

- In your full group, prepare and (with a PHE450 teammate) lead about 30 PHE350students in a reflection workshop (3-5 Nov 26th) where you will guide them in sharing and deepening their learning reflections as they utilize McCollum's levels of reflection (that you learned in PHE350).
- Organize (e.g. poll interests of PHE350students, invite panelists in next level of >Kinesiology education programs, arrange refreshments and gifts for panelists, prepare event program/agenda) and host (e.g. introduce panelists, facilitate panel discussion and question and answer class segment of) the PHE350 March 11th class, "*Challenges and Insights from Further Education in >Kinesiology Field*".

P0108 (Project #8) Peer Mentors for PHE450A (*with more of an Education Focus*)

RESPONSIBILITIES: Following the principles and skills introduced in your Facilitator Training Workshops (held during your regular lab time), this team will work creatively to mentor their classmates' exploring of and reflecting upon holistic education practices. Your group will also organize the PHE450 education mentor panel event. Both events are mainly for education placement students.

OPPORTUNITIES AND/OR SAMPLE ACTIVITIES:

- Prepare and lead a workshop that demonstrates the application of holistic theory in education practice and provides activities where your classmates use Nelson's 4 reflection levels (Jan 13th).
- Organize (e.g. poll interests of classmates, invite pertinent education mentors, arrange gifts for panelists and refreshments for class, prepare event program/agenda) and host (e.g. introduce panelists, facilitate panel discussion and question and answer segment for) Mar 17th class.

P0109 (Project #9) Peer Mentors for PHE450B (*with more of a >Kinesiology Focus*)

RESPONSIBILITIES: Following the principles and skills introduced in your Facilitator Training Workshops (held during your regular lab time), this team will work creatively to mentor their classmates' exploring of and reflecting upon holistic >kinesiology professional practices. Your group will also organize the PHE450 >kinesiology mentor panel event. Both events are mainly for >kinesiology placement students.

OPPORTUNITIES AND/OR SAMPLE ACTIVITIES:

- Prepare and lead a workshop that demonstrates the application of holistic theory in >kinesiology practices and provides activities where your classmates use Nelson's 4 reflection levels (Jan 27th).
- Organize (e.g. poll interests of classmates, invite pertinent education mentors, arrange gifts for panelists and refreshments for class, prepare event program/agenda) and host (e.g. introduce panelists, facilitate panel discussion and question and answer segment for) Mar 24th class.

Note: It is recommended that this group attend the interprofessional education event for UofT Health Science students at Convocation Hall (October 8th tentative time frame 3:15 – 6:00pm)

P0110 (Project #10) Career Outreach Group ("**So you have a degree in gym**")

RESPONSIBILITIES: This team's project will address a desire expressed by their BPHE colleagues in all years for more information on potential careers and career preparation.

OPPORTUNITIES AND/OR SAMPLE ACTIVITIES:

- Plan, promote, implement, and evaluate the execution of sessions that support career thinking, planning, and preparation (e.g. building on last year's group work -- research and prepare information for dissemination to groups of interested students; organize and promote sessions with those working in careers suitable for BPHE graduates; liaise with Career Centre staff for workshops on topics such as résumé writing, interviewing, networking).