La Sierra University
School of Education

Extended Campus Canada
Student Handbook

For the
Master of Education Program
hosted at
Burman University
Lacombe, Alberta
The Dean’s Welcome

Welcome to La Sierra University’s School of Education. Our students come from across North America and around the world. Our faculty, in education and experience, reflect a similar background. Although our main campus is located in Riverside, California, we are pleased to serve our students who attend our Extended Campus sites in Canada and Nebraska.

In Canada, La Sierra University offers the MEd degree, reflecting the Campus Alberta Quality Council’s recommendation regarding a graduate degree focusing on the practitioner approach. This is a Western Association of Schools and Colleges (WASC) approved program.

It is our goal to share with you the excitement and challenge of graduate education. While distance may seem to be a barrier, we believe that with local campus coordination and faculty from both La Sierra and Canada, our program will bring us close together. We are pleased that you are part of our program and welcome you to La Sierra University School of Education.

Ginger Ketting-Weller, PhD
General Information

History of La Sierra University

La Sierra University is a Seventh-day Adventist coeducational institution that began as La Sierra Academy in 1922, on acreage that had been part of an 1846 Mexican land grant known as Rancho La Sierra, and is now part of the city of Riverside. In 1923, with the addition of coursework in preparation for teaching, the school became La Sierra Academy and Normal School. As the offerings continued to grow, it became Southern California Junior College in 1927 and La Sierra College in 1939. Accreditation as a four-year liberal arts college was received in 1946.

In 1967, La Sierra College was merged with Loma Linda University. The School of Education was organized in 1968, followed in 1986 by the School of Business and Management and the Center for Lifelong Learning, and in 1987 by the School of Religion.

The Loma Linda and La Sierra campuses of Loma Linda University were reorganized into separate institutions in 1990, and these four schools (the College of Arts and Sciences, the School of Education, the School of Business and Management, and the School of Religion) together with the Center for Lifelong Learning, became La Sierra University.

Accreditation

La Sierra University is accredited by the Senior College and University Commission of the Western Association of Schools and Colleges (WASC) and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA). The University is a member of the American Council on Education, the Association of American Colleges, the National Association of Independent Colleges and Universities, and the Association of Independent California Colleges and Universities. Approval of programs is maintained with the California State Commission on Teacher Credentialing.

Extended Campus Programs

The extended campus program commenced in 1978 when, in answer to urgent requests, La Sierra University School of Education began offering graduate programs on the campuses of Union College in Lincoln, Nebraska and Southern Adventist University (formerly Southern Missionary College) in Collegedale, Tennessee. At various times three other campuses have participated: Canadian Union College (now Burman University) in College Heights, Alberta, (1983) Avondale University in Cooranbong, New South Wales, Australia (1986), and Universidad Adventista de Centro America (1986). Three of those programs were eventually closed as the local institutions developed the capacity to assume responsibility for graduate programs. These three are Southern Adventist University, Avondale College of Higher Education, and Universidad Adventista de Centro America, Costa Rica.

The program offered at the extended campus location at Burman University in Lacombe, Alberta leads to the Master of Education degree with specializations in Curriculum and Instruction or Educational Administration. The program is delivered through a mix of residential summer quarters and online courses expressly for the purpose of providing further training and enrichment to Seventh-day Adventist elementary and secondary teachers, principals, superintendents, and other educators involved in the supervision of curriculum and instruction.
**Degrees Available**

The Master of Education with a specialization in the area of Curriculum and Instruction is available on a three-year cycle of courses, using the extended campus location at Burman University for residential study in the summers.

The Master of Education with a specialization in the area of Administration and Leadership is available on a three-year cycle of courses, using the extended campus location at Burman University for residential study in the summers. Requirements for the Seventh-day Adventist Administrator’s Certificate with the principal and supervisor endorsements can be obtained through this program.

Within these programs are certain core courses that are applicable to other graduate programs offered by the School of Education on the main campus in Riverside, California. Those who wish to pursue any of these other graduate degrees at the School of Education may elect to take some core courses on an extended campus. The programs are also structured to assist in fulfilling requirements for teaching credentials issued by the General Conference of Seventh-day Adventists Department of Education. The Office of Education of the Seventh-day Adventist Church in Canada is the contact entity for students seeking to apply for the Seventh-day Adventist teaching credential.

Students pursuing the Masters degree must fulfill all the published requirements of the School of Education in its regular bulletin for the granting of the degree.
Program of Study

The following outlines indicate the general requirements for graduation in each of the Master of Education programs. Specific, individual programs should be made in consultation with a La Sierra University advisor.

Master of Education, Administration and Leadership

Core courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>EDAD 524</td>
<td>Educational Organization and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 512</td>
<td>Faith and Learning</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 514</td>
<td>Curriculum Planning</td>
<td>3</td>
</tr>
<tr>
<td>EDRS 504</td>
<td>Methods and Materials of Research</td>
<td>3</td>
</tr>
<tr>
<td>EDPC 561</td>
<td>Counseling Theory &amp; Techniques</td>
<td>3</td>
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Specialization

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>EDAD 540</td>
<td>Personal &amp; Philosophical Aspects of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 545</td>
<td>Supervision of Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 570</td>
<td>The Human Resources Function in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 574</td>
<td>Legal Aspects of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 576</td>
<td>School Administration K-12</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 579</td>
<td>School Finance</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 597</td>
<td>Masters Project</td>
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Electives available for this cohort

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>EDAD 598</td>
<td>Seminar in Current Trends</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 552</td>
<td>Analysis of Curricular Alternatives</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 597</td>
<td>Masters Project Continuation</td>
<td>3</td>
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OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 504</td>
<td>Philosophical Aspects of Christian Education</td>
<td>3</td>
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</tbody>
</table>

Total graduate units 45

Comprehensive Examination: Following the completion of coursework, students must pass a comprehensive examination.

Notes:

1. Students may transfer up to 9 graduate quarter units from other accredited institutions.
2. Students with more than 9 graduate quarter units to transfer should seek advisement from a La Sierra University advisor.
### Master of Education, Curriculum and Instruction

#### Core courses 15

<table>
<thead>
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#### Specialization 21

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>EDCI 506</td>
<td>Learning and Assessment</td>
<td>3</td>
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<tr>
<td>EDCI 516</td>
<td>Computers in the Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 545</td>
<td>Brain Science and Learning</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 550</td>
<td>Instructional Models &amp; Origins of Learning</td>
<td>3</td>
</tr>
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#### Electives available for this cohort 9

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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 564</td>
<td>Special Education in the Regular Classroom</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 664</td>
<td>Social and Emotional Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 504</td>
<td>Philosophical Aspects of Christian Education</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Total graduate units 45

Comprehensive Examination: *Following the completion of coursework, students must pass a comprehensive examination.*

**Notes:**

1. Students may transfer up to 9 graduate quarter units from other accredited institutions.
2. Students with more than 9 graduate quarter units to transfer should seek advisement from a La Sierra University advisor.
Admissions

Students seeking admission to either of the Master of Education degree programs shall have completed a baccalaureate degree and otherwise have met requirements for admission to La Sierra University, School of Education. A departmental interview is required to complete the admissions process. Students wishing to enroll for professional enrichment may do so as non-degree students, but must show evidence of an accredited baccalaureate completion. Courses taken for enrichment or credentialing purposes may not apply to a regular degree program except by special approval of the School of Education. Application online is available at: http://www.lasierra.edu/apply. Applicants must also request official transcripts from all colleges and universities attended. These transcripts are to be sent directly from the universities to the La Sierra University Office of Admissions.

Arrangements for teachers and administrators employed by the Seventh-day Adventist Church in Canada.

The program is provided under the terms of an agreement between La Sierra University School of Education, Burman University and the Seventh-day Adventist Church in Canada.

Students wishing to apply for a degree program may apply at: http://www.lasierra.edu/apply
The application and acceptance process may not always be completed by the beginning of the summer session; students may enroll in up to 12 units of coursework as non-degree students pending acceptance.

Orientation for new students

At the commencement of each summer residential program an orientation session is scheduled for all new students entering the program. Attention is given to program expectations, information resources and academic support. Attendance is required.

Returning students

Students accepted into the Master of Education degree program are accepted for a period of seven years, during which time the student is expected to complete the program.

Registration

Students must pre-register online for summer classes. Registration instructions can be found on the School of Education website at http://lasierra.edu/education/extended-campuses/

Independent study

Requests to take a class by independent study will not be allowed except in very unusual circumstances, and then only if the teacher is a regular faculty member at La Sierra University and approved by the Dean of the School of Education. If approved, students must complete a “Directed/Independent Study, Title Request form” in addition to the registration form. When taking a directed/independent study, the current regular tuition rate must be paid by the student directly to the School of Education, La Sierra University.

Change of Program

A student wishing to add or drop a course must do so online.
Class Format and Online Instruction

Residential sessions

Residential summer session classes are offered in a condensed two-week format and may require students to complete certain reading assignments before the summer session begins, and some assignments after the session is over. Each course syllabus will provide the necessary directions for completing the pre-session assignment. Online courses are undertaken by students during the Fall, Winter and Spring quarters. Students are required to have access to the internet and a La Sierra University email account, and are expected to log in to Blackboard to access syllabi and course materials.

Students are strongly encouraged to access the extended campus website and register promptly for summer school as per instructions deadline listed at the extended campus website. This is necessary in order to complete the pre-assignments prior to the first class. Failure to complete these assignments will affect the course grade.

Online courses

Online courses are delivered using the Blackboard learning management system (LMS). Students should review the School of Education’s “Online Learner Support” page (http://lasierra.edu/online-programs/online-learner-support/) for information on how to access Blackboard, La Sierra email, and myCampus.lasierra.edu accounts and for other technology-related information in regards to School of Education’s online classes.

Course Syllabi

The entire course syllabi will be available on blackboard once the student has registered for the course. Included in each course syllabi will be instructions for pre-assignments (if applicable), class textbook(s) and any other materials.

Housing and Other Student Services

The Canada campus program coordinator is responsible for making preliminary arrangements both for housing and the issuing of ID cards required by the library, cafeteria, and other student services. Information concerning the student services is available from the campus program coordinator prior to and at the beginning of the summer session.

Financial Information

Educators in the Seventh-day Adventist School System

Educators who are employed by the sponsoring Seventh-day Adventist entity will receive full tuition scholarships for the approved extended campus program for up to 6 quarter units per summer and 3 online units per quarter in the approved program. Housing, meals, travel, textbooks, and program-related fees are the responsibility of the student as arranged with the employing organization. Room and board will be paid by the student directly to the local campus.
Please note the following statement from the Graduate Bulletin: “The School of Education requires students to purchase certain software or licenses for a variety of purposes such as program assessment, course activities, and online portfolios. These requirements are noted in the course syllabi, and the fees will be assessed on the account in the term in which the student enrolls in the course requiring the technology.” This includes a one-time fee for a LiveText license which lasts for five years.

**Other educators**

Educators who are not employed by one of the sponsoring Seventh-day Adventist school systems will pay regular La Sierra tuition as noted in the Financial Services information on the website. Payments and other arrangements should be made directly with Burman University. Housing, meals and travel costs are the responsibility of the student. Room and board will be paid by the student directly to the local campus.

**Reciprocity Agreement**

Students employed by one of the sponsoring Seventh-day Adventist school systems served by an extended campus may, under special circumstances, request in writing to attend the other La Sierra University extended campus. Any student desiring to attend the other extended campus shall contact their union director of education to request attendance via reciprocity agreement. If both union directors approve, the request is forwarded to the Dean of the School of Education for final consideration and approval.

All arrangements are to be completed before the first class session, and tuition is covered on the reciprocal campus.

**Steps to Program Completion**

1. Application form
   Complete the La Sierra University application form: [http://www.lasierra.edu/apply](http://www.lasierra.edu/apply)

3. Admissions file
   Submit other materials as required to complete your admissions file. You will receive a letter from the admissions office indicating additional materials needed for your admissions folder. These may include:
   - Transcripts from other colleges or universities you attended
   - References as requested by the department
   - A personal statement
   - An interview with a representative of the department providing your degree specialization.

**NOTE:** Completing the admission process is essential. You may lose credits if you do not follow through with this process. If you are taking classes for credential purposes ONLY and have NO wish to obtain an advanced degree, please specify in your application. Be careful; changing your mind at a later date may result in the loss of credits.
4. Academic program
   You should receive an individualized program of academic studies for the degree program
   you have selected. If you have not received such a program, contact the department of your
   degree specialization. This program will include the name of your academic advisor.

5. Admittance letter
   Look for and obtain the letter of admittance from La Sierra University
   NOTE: You may begin taking classes while you wait for the admission process to be
   completed, but you may only complete 12 quarter units in non-degree status.

7. Petition for graduation
   One year before you expect to graduate, complete and mail to the department of your degree
   specialization at La Sierra University, a “Petition to Graduate” form, available at
   http://lasierra.edu/education/forms-handbooks/. Be sure to obtain documentation confirming
   that your petition has been processed.

8. Coursework
   All coursework for your program must be completed with a GPA of at least 3.0 and no
   course grade lower than a B-.

9. Comprehensive examination
   Contact the department of your specialization to make arrangements and obtain a study guide
   for your final department comprehensive examination.

10. Exit assessment
    At or near the completion of your coursework, an program exit assessment will be conducted.

11. Graduation
    You are welcome travel to La Sierra University and participate in the June commencement
    weekend series of programs.

Academic Information

Advisement
   While in your program at the extended campus, La Sierra University faculty will provide
   your program advisement. You may contact the advisor by phone, email or prearranged
   videoconference. Please note that the extended campus coordinator can serve as an on-site
   academic advisor at Burman University.
   You are responsible for reading all of the published materials and your individual academic
   program. You are expected to notify your advisor or a university representative if you have any
   questions or if you see any errors in your individual program.

Credits
   All credits earned at La Sierra University are quarter units. Credits are transferrable to other
   institutions at the discretion of the receiving institution.
Transfer credit

Students may transfer up to 9 quarter hours from an accredited graduate institution. Additional hours may be transferred by action of the graduate committee. The applicant must request that official transcripts of all work taken elsewhere be sent to: Office of Admissions, La Sierra University, 4500 Riverwalk Parkway, Riverside, CA 92515.

Transcripts may be requested from La Sierra University at this website: http://lasierra.edu/records-office/transcripts-transfers/

In-Progress (IP) grades

In-progress (IP) grades are issued for certain classes for which extended time is necessary for continuing and completing work that has been started during the summer term. Classes that involve continuing research, the implementation of certain features in the educational work place, project and/or fieldwork illustrate the type of classes for which IP grades may be assigned.

School of Education policy allows for a four-quarter span of in-progress class work. This means that the IP may be continued for up to three quarters following the quarter in which the student registered for the class. Specific completion dates will be announced by the class instructor.

Incomplete (I) grades

An “incomplete” is given only for circumstances beyond a student’s control, and only if 75 percent of the course work has been completed. An “I” will be changed to the earned grade by the instructor, no later than the end of the following quarter.

Grade Point Average (GPA)

To be eligible for graduation, the graduate student must earn a grade point average of 3.0 or higher.

Grade requests and transcripts

Instructors post grades electronically within a week after the end of the term, and are available at mycampus.lasierra.edu as soon as posted. All grades, related notices and transcripts are issued by the Office of the Registrar at La Sierra University, not by the extended campus host institution.

For credential renewal purposes in the North American Division, one transcript is sent each year after the end of the summer term to the student’s employing union conference office, at no cost to the student. The student must sign the transcript authorization form at the time of registration.

To request additional transcripts, go to: http://lasierra.edu/records-office/transcripts-transfers/. The student will need to pay a fee for each additional transcript requested.

Attendance policy for residential sessions

Class attendance is required beginning with the first day of each residential session including any required participation in online activities during the pre-session. Attendance at all class appointments is expected. Absences exceeding 10% of a course may result either in the
instructor’s requesting the student to withdraw from the class or in the student’s receiving no credit or grade for the course. Excessive absence from several classes may result in a required program withdrawal. Graduate students are expected to give priority to class appointments. Should illness or family emergency necessitate missing a class or part of a class, the student is expected to personally notify the teacher, obtain assignments, and make the necessary arrangements for make-up work.

Instructors
All courses are taught by qualified individuals approved by the School of Education in consultation with the academic administration of the university providing the extended campus site. A curriculum vitae for each instructor is on file in the Dean’s office at La Sierra University School of Education.
Administration of the Programs

The Extended Campus program is coordinated through the office of the Dean, La Sierra University School of Education, in conjunction with the Canadian Extended Campus Advisory Committee which operates under the following terms of reference:

The external advisory committee shall meet at least once each year and consider an agenda comprised of the following items:

1. A report on the conduct of the degree program during the previous year including a review enrolment patterns, grading patterns and staffing changes.

2. Proposed changes in the curriculum and/or new developments in the program of studies.

3. Changes in State/Provincial and Federal regulations that may impact on the delivery of the course and recommendation to the La Sierra University School of Education or Burman University Department of Education

4. Reports on budget implementation and recommendations to appropriate funding bodies

5. Reports on developments in the profession or in the discipline that may need to be reflected in the curriculum.

6. Reports on the employment or post-graduate study destinations of graduates.

7. Reports from external moderators on the courses listed for external moderation during that year.

Canadian Advisory Membership:

<table>
<thead>
<tr>
<th>Chair: Ginger Ketting-Weller</th>
<th>Dean, School of Education, La Sierra University</th>
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<tr>
<td>Members: Gilbert Valentine</td>
<td>Chair, Dept. of Administration &amp; Leadership, La Sierra</td>
</tr>
<tr>
<td>Keith Drieberg</td>
<td>Chair, Dept. of Curriculum &amp; Instruction, La Sierra</td>
</tr>
<tr>
<td>John McDowell</td>
<td>Interim Vice President, Academic Administration, Burman University</td>
</tr>
<tr>
<td>Stacy Hunter</td>
<td>Vice President, Student Services, Burman Univ.</td>
</tr>
<tr>
<td>June Fiorito</td>
<td>Chair, School of Education, Burman Univ.</td>
</tr>
<tr>
<td>Dennis Marshall</td>
<td>Director of Education, SDA Church in Canada</td>
</tr>
<tr>
<td>Julie Grovet</td>
<td>Program Coordinator, La Sierra Extended Campus Program</td>
</tr>
<tr>
<td>Linda Dudar</td>
<td>External education representative, St. Mary’s Univ. College</td>
</tr>
<tr>
<td>Student representatives</td>
<td>Two students to be appointed, one from each program</td>
</tr>
</tbody>
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School of Education Extended Campus Executive Committee

The Extended Campus Executive Committee, consisting of the Dean of the School of Education and the department chairs, functions as the ongoing implementation, planning, and evaluation body for the Canadian extended campus program and other extended campus programs operated by the School of Education.

Extended Campus Program Coordinator

The program coordinator for the Canadian extended campus is appointed by the Extended Campus Planning Committee upon the recommendation of the academic administrators of the Burman University campus. The appointment is done in consultation with the sponsoring union director of education.

The extended campus coordinator serves as an on-site advisor to students and is responsible for the communication between the extended campus and the School of Education in all matters such as registration materials and procedures, instructor grade reports, teacher evaluations, program changes, etc.

Administrators

The program is organized and coordinated by the following individuals:

La Sierra University:
  Ginger Ketting-Weller, PhD, Dean, School of Education
  Gilbert Valentine, PhD, Chair, Department of Administration & Leadership
  Chang-Ho Ji, PhD, Chair, Dept. of Educational Psychology & Counseling
  Keith Drieberg, PhD, Chair, Department of Curriculum & Instruction

Burman University:
  June Fiorito, PhD, Chair, School of Education
  John McDowell, PhD, Interim Vice-President for Academic Administration
  Julie Grovet, Campus Coordinator

Education Director:
  Dennis Marshall, EdD, Director of Education, Seventh-day Adventist Church in Canada
Communication and Accessing Further Information

Students having any questions concerning the extended campus programs should feel free to write or call the office of the Dean, School of Education. For complete information on all programs, the La Sierra University Graduate bulletins are available online at http://lasierra.edu/bulletins/, and extended campus information is available at http://lasierra.edu/education/extended-campuses/.

Contact information:

Ginger Ketting-Weller, Dean
School of Education, La Sierra University
4500 Riverwalk Parkway, Riverside, CA 92515
Phone: (951) 785-2266 or
1-800-874-5587 (from points in North America only)
FAX: (951) 785-2205
email: gkw@lasierra.edu

Lina Soria, administrative assistant
School of Education, La Sierra University
4500 Riverwalk Parkway, Riverside, CA 92515
Phone: (951) 785-2266 or
1-800-874-5587 (from points in North America only)
FAX: (951) 785-2230
email: lsoria@lasierra.edu

Burman University:
Julie Grovet
La Sierra University Extended Campus Program
Burman University
5415 College Avenue
Lacombe, AB T4L 2E5
Alberta, Canada T4L 2E5
Phone: (403) 786-2539
email: jgrovet@burmanu.ca
Appendix A: Library Services

Books, periodicals and other resources provide a significant source of information beyond the classroom discussions and lectures that are a part of your program. You should become familiar with the library at the extended campus site where you will be studying. You should also become familiar with the library services and resources that can be provided online by La Sierra University. The host campus library contains a collection of general library materials as well as materials specifically related to the areas of your study. La Sierra University supplements the materials budget of the host libraries for the purpose of enhancing the collection of books and journals related to your program of study. No library has every item you may require; however, the librarians at the host campuses and those at La Sierra University are available to help you locate appropriate materials and will try to make these available in a timely manner.

Reference services

The reference collection and the librarians of the host institution’s library are available to assist you in locating materials. The online public access catalog, and the general and subject indexes related to education and the social sciences should be used to locate the materials you will need for your study and research. If you are unable to find what you need in the host library, please call 951.785.2396 whenever the Library is open to speak with a reference librarian at La Sierra University. Note that the reference desk is closed during lunch (noon-1) and dinner (5-6 p.m.), as well as after 10:00 p.m. La Sierra University Reference assistance is also available by e-mail library@lasierra.edu, or you may use the web form to Ask Us a Question. You should receive a response within 24 hours, although requests made over the weekend or on holidays may take a bit longer. A La Sierra University librarian can provide reference assistance and additional help in obtaining materials.

Reserve books

When it is expected that intensive use will be made of certain materials, faculty sometimes place these books and other materials on reserve. Please consult the reference librarian or circulation desk in the host library to obtain information about resource materials.

Use of other libraries

You may find that it is convenient to use an academic library close to the host campus. The catalogs of most large academic libraries are accessible via the internet. Searching the catalog before you visit the library can help you organize your search time efficiently. You should check with the librarians(s) at the host campus library for assistance in accessing these.
La Sierra University Library Services

Books

The La Sierra University Library holds more than 200,000 book volumes and more than 100,000 ebooks. The Library has extensive holdings in the areas of religion, education, management, psychology and other social sciences that may be relevant to your study and research. The Library website is the portal to all resources and services available to you from La Sierra University. The Library website may be accessed at: http://www.lasierra.edu/library/

Periodicals

The La Sierra University Library holds some 37,000 bound periodical volumes. These represent several thousand individual titles. The Library subscribes to nearly 800 current periodical titles. Most of the frequently cited education periodicals are among the currently available periodicals; specific volumes and issues held by the Library are listed in the catalog at the web address listed above.

Other resources

Specific library information for online learners is available on the La Sierra University Library website. The “Online Learners” link is listed under “Services” on the main library page.

ERIC (Educational Resource Information Center), through its clearinghouse across the country, indexes journal articles in over 700 journals and processes and indexes thousands of reports, papers, etc. (published and unpublished) on topics related to education. Current index to journals in education is a print index to educational journals. “Resources in Education” is a print index to the microfiche collection of reports and study papers. The host library may hold some of the core journal titles that are indexed in this source. The La Sierra University Library may hold other titles.

The La Sierra University Library holdings also include many of the ERIC documents on microfiche. Since these are not listed in the catalog, you can verify whether or not a particular item is available by sending an email to the reference librarians (library@lasierra.edu). Be sure to include the ERIC document number for inquiries about materials from the ERIC microfiche collection. Copies can usually be provided upon request for documents from the Library's files. The most recent ERIC documents are available in full-text format via the ERIC databases which can be accessed from the Library website.

Computer searches

Both the host library and La Sierra University Libraries provide access to a variety of education and related social science databases (PsycInfo, PsycArticles, and Social Work Abstracts). These databases permit you to quickly locate citations and abstracts of articles by author, title, subjects and key-words. Internet access to the La Sierra University Library’s catalog and databases is available at the Library homepage.
Information on how to access the Library databases from off-campus is available at the main Library Web page. Several databases (i.e. ABI/Inform, Academic Search Premier and WilsonWeb contain full text for many indexed titles. These resources combined include more than 51,000 journal titles available in full-text format. Effective computer searching requires a clear definition of the research question, identification of key terms, and proper construction and entry of these search terms into the computer. Some databases have a thesaurus to help you identify appropriate descriptors used in the particular databases. If you need assistance in using one of these databases, ask a librarian.

Photocopy service

When particular periodicals articles are not available in the host library collection or from one of the online databases, you can search for the periodical title in the La Sierra University Library catalog to see if a particular article might be available there. If it is, you may click on the form link listed on the Online Learners page to request a photocopy or email scan from the La Sierra University Library. Such requests are processed promptly and generally you may have the article in hand within one week or sooner.

Contacting the La Sierra University Library

You may contact the La Sierra University Library in several ways if you need assistance with an information problem. You may call the reference desk at 951-785-2396 and identify yourself as an “Extended campus student.” You may also send requests for information and assistance via fax to 951-785-2445 or by email to library@lasierra.edu. The Library maintains a website at www.lasierra.edu/library/.

Requesting materials

Please identify yourself when making requests for information or when requesting articles or books. You should include the following information:

- Your name
- Your student ID number
- The course number for the course that is associated with the information request
- Your address, or the one to which you wish the response sent
- A telephone number and/or email address where you can be contacted if necessary

For book requests, please include the following information for each:
- Author
- Title
- Imprint: Publisher, date of publication and/or edition

For periodical articles requests, please include the following information for each:
- Author(s)
- Title of article
- Journal title
A few general suggestions

Plan ahead. If a book or journal article you need is available, the La Sierra University Library will mail it to you the next working day after your request is received. However, if another borrower has the book in use, the delay in sending it to you may be substantial and you may not receive it in time for your needs. Utilizing the book and interlibrary resources at the host library are probably a more timely method than seeking books by mail from La Sierra University.

Postage and fees

Students are responsible for return postage on borrowed books. Each book will arrive in a mailer with a return address label enclosed. Other fees you may incur will be for photocopying and computer searches which are conducted by a librarian.
Burman University Library Services

**Hours**

During summer sessions, the library is open the following hours:
- Sunday: 1:00 p.m. – 9:00 p.m.
- Monday – Thursday: 8:00 a.m. - 9:00 p.m.
- Friday: 8:00 a.m. – 5:00 p.m.

Librarians are available Monday through Thursday during regular office hours to issue library cards and provide reference assistance.

**Resources**

Education journal databases on the library website include ERIC, Education Research Complete. Education articles are also found in the library databases Academic Search Complete and Science Direct. Most articles for which the full text is not available online nor in print at the Burman library can be obtained from other libraries in one to two days.

Books are accessed through WorldCat Local Catalogue. Burman University is a member of the NEOS Consortium, seventeen academic, hospital and government libraries in central and northern Alberta. Students may request books from the combined NEOS holdings of five million books. Materials generally arrive within 3-5 days of the request date.

**Off-campus access**

To access the library catalogue or databases from off-campus, go to the Burman University library home page at [http://www.burmanu.ca/library](http://www.burmanu.ca/library), click on Off-Campus Access, and then enter the 13 digit barcode number on your student ID card. Your PIN is the last four digits of your student ID number located at the bottom right of your card. You are encouraged to change your PIN by accessing your library account through the link “My Account” on the library home page.

**Reference service**

Professional faculty librarians are available during office hours to guide you through the research process from developing a topic to locating and evaluating appropriate resources.

**Printing and photocopying**

Course-related printing is free at the Burman University library.

**Other libraries**

The NEOS Catalogue contains over five million items representing the combined collections of 17 Alberta libraries, including the University of Alberta. The NEOS logo on your CUC library card enables you to borrow directly from any NEOS library or request interlibrary loans. If you wish to access any of the public libraries in the area, ask a librarian to assist you with guidance and procedures.
Appendix B: Academic Integrity and Honesty

By enrolling as a student at La Sierra University, you have agreed to the following statement regarding academic integrity:

“I will act with integrity and responsibility in my activities as a La Sierra University student or faculty member. I will not participate in violations of academic integrity, including plagiarism, cheating, or fabricating information. I will not stand by when others do these things. I will follow the academic integrity policy.”

Because academic honesty is the cornerstone of institutional integrity, academic dishonesty is a threat to the intellectual framework of an academic community and is, therefore, a most serious violation of trust when occurring in a community of scholars and educators.

Violations of academic integrity include behaviors such as the following:

**Plagiarism:** Plagiarism occurs when a writer appropriates another’s ideas without proper acknowledgement of the source or uses another’s words without indicating that fact through the use of quotation marks.

**Cheating:** Cheating is the use of unauthorized materials, information, or study aids in an academic exercise as well as collusion in visual or oral form.

**Fabrication:** Fabrication is the falsification or invention of any information or citation in an academic exercise. This includes lying to any member of the campus community.

**Facilitating Academic Dishonesty:** The facilitation of academic dishonesty occurs when someone knowingly or negligently aids others or allows her or his work to be used in a dishonest academic manner. Such a person is as guilty of violating academic integrity as the recipient.

If you violate academic integrity, there are many issues that must be addressed and balanced: How can the integrity of the community of scholars be maintained? How can you learn not to be dishonest again? How can you be restored to your place in the campus community? How can the consequences of your actions ensure fairness for all students?

There are four levels of academic integrity violations.

**Level One** violations involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Examples include working with others on an assignment when asked for individual work, failing to footnote or give proper acknowledgement to a written, internet, or oral source in an extremely limited section of an assignment, or leaving an exam room without permission. Your instructor will determine the consequences for level one violations that typically involve additional course work and/or getting a “0” on the assignment. If you do not believe that you have been treated fairly by your instructor you may appeal to the Academic Integrity Committee (composed of students, faculty, and staff).
**Level Two** violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. Examples include learning what is on a test from someone who has already taken it; quoting directly or paraphrasing, to a moderate extent, without acknowledging the source; or submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor(s). Your instructor will determine the consequences for level two violations that involve lowering your grade in the course. If you do not believe that you have been treated fairly by your instructor you may appeal to the Academic Integrity Committee (composed of students, faculty, and staff).

**Level Three** violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation. Examples include helping someone else cheat on a test, using unauthorized electronic device to obtain information on an exam, copying material almost word for word from a written source without citation, or downloading a paper or major sections of a work from the internet. Your instructor will refer the case to the Academic Integrity Committee which will conduct a hearing. Consequences of level three violations may include lowering the course grade, a course grade of F, or an XF grade on the transcript for the course (failure due to academic dishonesty).

**Level Four** violations represent the most serious breaches of intellectual honesty, such as stealing an examination or falsifying any official University documents. These cases are heard by the Academic Integrity Committee; typical consequences include expulsion and XF grades.

La Sierra University’s Academic Integrity Policy guides our procedures, and may be accessed at [http://lasierra.edu/academic-integrity/](http://lasierra.edu/academic-integrity/).
Appendix C: Student Academic Grievance

A student believing that he/she has been academically unfairly treated or disciplined may enter into an academic grievance process. A memorandum setting forth the process shall be made available to the student upon request or at the time of formal discipline. The student who has an academic grievance should follow the procedures outlined below.

If the dissatisfaction outlined when initiating the grievance pertains to an instructor or department action, the student should follow the procedure outlined below.

(1) Step One: The student shall first discuss the grievance in with the instructor in an informal conference immediately after its occurrence but no later than one month into the following quarter.

(2) Step Two: If the student is dissatisfied with the results of Step One, then the student may submit the grievance in writing to the chair of the department and/or program director involved and to the coordinator of the program in which the student is enrolled within fifteen school days of the informal conference accomplished in Step One. The chair of the department and/or program director in consultation with the instructor and coordinator of the program shall reply in writing within fifteen school days of receipt of the written grievance and shall state and affirm the decision, modify the decision, or overturn the decision based on information received subsequent to the conference.

(3) Step Three: If dissatisfied with the results of Step Two, the student may appeal to the Dean of the School of Education within fifteen school days of receipt of the written decision of Step Two and request that the dean appoint a faculty review committee of three members (one chosen by the student, one by the instructor, and one by the dean with the dean’s representative chairing the committee) to evaluate the grievance and report to the dean on its merit. The grievance shall be considered at a meeting of the appointed committee, the hearing shall be commenced within fifteen school days following receipt, and the committee shall report to the dean within five school days following the meeting. The dean’s decision shall be communicated in writing to the student within fifteen school days after receipt of the committee’s report.

The dean’s decision shall be final. The results of the grievance will be reported to the faculty member and department chair and/or program director involved. A copy of the decision will become part of the dean’s file. The Provost and the Vice President for Student Life shall be informed of any action taken with respect to the grievance. In the cases where the admission status of the student is involved, the Office of Admissions is notified.
If the dissatisfaction outlined when initiating the grievance pertains to an action originating in a Dean’s office, the student should follow the procedure outlined below.

(1) Step One: The student shall first discuss the grievance with the Dean in an informal conference immediately, but no later than one month, after its occurrence.

(2) Step Two: If dissatisfied with the results of Step One, the student may submit the grievance in writing to the Provost within fifteen school days of the meeting in Step One and request that the Provost appoint a faculty review committee of three members (one chosen by the student, one by the Dean, and one by the Provost, with the Provost’s representative chairing the committee) to evaluate the grievance and report to the Provost on its merit. The grievance shall be considered at a meeting of the appointed committee, the grievance hearing shall be commenced within fifteen school days following receipt of the grievance, and the committee shall report to the Provost within five school days following the meeting. The Provost’s decision shall be communicated in writing to the student within fifteen school days after receipt of the committee’s report.

(3) The Provost’s decision shall be final. The results of the grievance will be reported to the Dean involved. A copy of the decision will become part of the Provost’s file. The Vice President for Student Life shall be informed of any action. In the cases where the admission status of the student is involved, the Office of Admissions is notified.
Appendix D: Operating Protocol for Delivery of the Master of Education (MEd) Program on the Burman University Campus

The following operating protocol will apply for the implementation of the extended campus program.

Program:

1. Professional development students will be allowed to register only for regular residential summer courses at Burman University.
2. Such students may register for up to a total of 12 units of summer courses as professional development.
3. Online classes are only provided to students formally admitted to the MEd degree.
4. Classes offered in online mode during Fall, Winter and Spring quarters will be delivered via the Blackboard learning management system.

Regularly Admitted Students:

Regularly admitted students registering for “online” courses during Fall, Winter and Spring quarters will:
1. Register for such classes using the CRN numbers posted on the School of Education website.
2. Be registered as non-paying, off campus students.
3. Complete assignments for the classes as regular Riverside campus students
4. Complete additional assignments equivalent to approximately 27 hours work in lieu of on-site classroom based instruction.
5. Be expected to interact with other students in the class and the teacher using Blackboard.

Teachers:

Teachers of Canadian students registered during Fall, Winter and Spring quarters as online students:
1. Will use Blackboard to support the delivery of the course both for on-campus and for online students.
2. Will relate to students as online independent study students.
3. Will prepare additional reading/writing/research assignments for such students, equivalent to a workload of approximately 27 class hours since online students will not be required to attend class.
4. Will provide interaction and share course supplemental material with students via Blackboard.