

THE UNIVERSITY OF BRITISH COLUMBIA



Enrolment Services
Senate and Curriculum Services
1874 – 2016 East Mall
Vancouver, BC
V6T 1Z1

1 November 2007

To: Senate
From: Senate Curriculum Committee

Re: **NOVEMBER CURRICULUM PROPOSALS**

The Senate Curriculum Committee has reviewed the material forwarded to it by the faculties, and encloses those proposals it deems as ready for approval.

As such, the following is recommended to Senate:

“That the new courses and programs brought forward by the Faculties of Arts and Commerce & Business Administration be approved.”

Further, the Committee is pleased to inform Senate that it has granted approval to new certificate programs from the Faculties of Forestry (in Industrial Wood Processing) and Medicine (in Infection Prevention & Control), and from the Department of Continuing Studies (in Immigration Practice). Details on these programs are enclosed.

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1874 – 2016 East Mall
Vancouver, BC
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1 November 2007

To: Senate

From: Senate Curriculum Committee

Re: **FACULTY OF ARTS CURRICULUM REPORT**

The following proposals are for your consideration:

New courses:

- a. **SOCI 217** (3/6) d Research Methods
- b. **SOCI 303** (3/6) d Sociology of Migration
- c. **SOCI 342** (3) Consumers and Consumption
NB: FMST 342 and FMST 350 will be discontinued.
- d. **SOCI 430** (3) Global Citizenship
- e. **SOCI 440** (3/6) d Economic Sociology
- f. **SOCI 476** (3) Interpersonal Dynamics
NB: FMST 322 will be discontinued.



UBC Curriculum Proposal Form Change to Course or Program

Category: (1)

Faculty: ARTS Department: Sociology Faculty Approval Date: Effective Session Winter Term: 1 Year 2008-09 for Change	Date: July 27, 2007 Contact Person: Neil Guppy Phone: 2-3670 Email: neil.guppy@ubc.ca
Proposed Calendar Entry: SOCI 217 (3/6) D RESEARCH METHODS Introduction to research designs and methodologies. <i>Prerequisite:</i> One of SOCI 100 or 200.	URL: N/A Present Calendar Entry: N/A Type of Action: New course Rationale: Provides for a research methods introduction for Sociology honours, majors, and minors. Ensures that all such students are exposed to the full range of methodological approaches used within the discipline. The course will be prerequisite to our 300 level series of specialized methods courses. This introductory methods course is also a feature of the Family Studies program which is being integrated with Sociology.



UBC Curriculum Proposal Form Change to Course or Program

Category: (1)

Faculty: ARTS Department: Sociology Faculty Approval Date: Effective Session Winter Term: 1 Year 2008-09 for Change	Date: July 27, 2007 Contact Person: Neil Guppy Phone: 2-3670 Email: neil.guppy@ubc.ca
Proposed Calendar Entry: SOCI 303 (3/6) D SOCIOLOGY OF MIGRATION Sociological approaches to the movement of peoples and its impact over time. <i>Prerequisite:</i> Sociology 100	URL: N/A Present Calendar Entry: N/A Type of Action: New course Rationale: Issues of domestic and international migration have been of long- standing interest in the discipline. The shift of Family Studies colleagues to Sociology and the addition of new skills via faculty hiring has allowed the Department to build sufficient expertise to ensure this course content can be taught on a regular basis.



UBC Curriculum Proposal Form Change to Course or Program

Category: (1)

Faculty: ARTS Department: Sociology Faculty Approval Date: Effective Session Winter Term: 1 Year 2008-09 for Change	Date: July 27, 2007 Contact Person: Neil Guppy Phone: 2-3670 Email: neil.guppy@ubc.ca
Proposed Calendar Entry: SOCI 342 (3) CONSUMERS AND CONSUMPTION The structure and culture of consuming and consumption. <i>Prerequisite:</i> One of SOCI 100, 200	URL: N/A Present Calendar Entry: N/A Type of Action: New course Rationale: With Family Studies joining Sociology we are proposing the deletion of two Family Studies courses (FMST 342 and FMST 350), and the incorporation of that material into a new Sociology course. The new course will expand on the scope of material covered in the older FMST courses, and will have new prerequisites. This new course builds on changes in the discipline and the addition of new expertise in Sociology (both through new hiring and through the merging of Family Studies).



UBC Curriculum Proposal Form Change to Course or Program

Category: (1)

Faculty: ARTS Department: Sociology Faculty Approval Date: Effective Session _07W___ Term _2_ Year _Jan. 2008___ for Change	Date: July 27, 2007 Contact Person: Neil Guppy Phone: 2-3670 Email: neil.guppy@ubc.ca
Proposed Calendar Entry: SOCI 430 (3) GLOBAL CITIZENSHIP Sociological approaches to global citizenship, including its contested nature and intellectual lineage.	URL: N/A Present Calendar Entry: N/A Type of Action: Add course Rationale: The study of citizenship has been a staple in Sociology since the days of T.H. Marshall, a key figure in this scholarly area. More recently a substantial amount of research has been published in the discipline regarding the intersections of several key intellectual developments around globalization, human rights, and citizenship. The shift of Family Studies colleagues to Sociology and the addition of new skills via faculty hiring has allowed the Department to build sufficient expertise to ensure this course content can be taught on a regular basis. We have been teaching this as an on-line course on a pilot basis for the past several years as part of the Universitas 21 certificate program.



UBC Curriculum Proposal Form Change to Course or Program

Category: (1)

Faculty: ARTS Department: Sociology Faculty Approval Date: Effective Session Winter Term: 1 Year 2008-09 for Change	Date: July 27, 2007 Contact Person: Neil Guppy Phone: 2-3670 Email: neil.guppy@ubc.ca
Proposed Calendar Entry: SOCI 440 (3/6) D ECONOMIC SOCIOLOGY Analyses of economic actions and institutions using the concepts and methods of sociology <i>Prerequisite:</i> Sociology 100	URL: N/A Present Calendar Entry: N/A Type of Action: New course Rationale: We have recently hired several outstanding scholars with expertise in this area, an area that has been one of the fastest growing research foci in the discipline (as evidenced by the growth of Research Committee II (Econ & Society) of the International Sociological Association). As well colleagues from Family Studies add strength in this area. This course broadens opportunities for students wishing to pursue Sociology.



UBC Curriculum Proposal Form Change to Course or Program

Category: (1)

Faculty: ARTS Department: Sociology Faculty Approval Date: Effective Session Winter Term: 1 Year 2008-09 for Change	Date: July 27, 2007 Contact Person: Neil Guppy Phone: 2-3670 Email: neil.guppy@ubc.ca
Proposed Calendar Entry: SOC1 476 (3) Interpersonal Dynamics Interaction processes in close relationships, especially within families. <i>Prerequisite:</i> One of SOC1 100 or 200.	URL: N/A Present Calendar Entry: N/A Type of Action: New course Rationale: This incorporates material from FMST 322 (Marital Interaction; a course to be deleted) while simultaneously broadening the course to include issues of interpersonal dynamics that extend beyond marital issues. The focus on close relationships allows for the examination of relations beyond marriage, including co-habiting, dating, sexual intimacy, and the like.

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1 November 2007

To: Senate

From: Senate Curriculum Committee

Re: **FACULTY OF COMMERCE & BUSINESS ADMINISTRATION
CURRICULUM REPORT**

The following proposals are for your consideration:

1. The following new sub-specialization in the **Master of Business Administration** program:
 - a. Organizational Behaviour and Human Resources Sub-Specialization
 - b. Strategic Management Sub-Specialization
 - c. Supply Chain Management Sub-Specialization
 - d. Entrepreneurship Sub-Specialization
 - e. Marketing Sub-Specialization
 - f. Information Technology Management Sub-Specialization
2. A change to the following existing sub-specialization in the Master of Business Administration program:
 - a. Sustainability and Business Sub-Specialization



UBC Curriculum Proposal Form Change to Course or Program

Category: (1)

Faculty: Sauder School of Business Department: N/A Faculty Approval Date: December 7, 2006 Effective Session ____ Term _2_ Year _06/07_ for Change	Date: 4 December 2006 Contact Person: Dale Griffin Phone: 2-0156 Email: dale.griffin@sauder.ubc.ca
Proposed Calendar Entry:	URL: Present Calendar Entry: None. NB:Sub-Specializations are not listed in the Calendar, but are fully described on the program's website and are listed on students' transcripts. Type of Action: Add new MBA Sub-Specializations in Entrepreneurship, Information Technology Management, Marketing, Organizational Behaviour & Human Resources, Strategic Management and Supply Chain Management; adjust existing Sub-Specialization in Sustainability and Business. Rationale: There is a growing interest among MBA students and their employers to more formally indicate the areas in which students have developed substantive knowledge. Currently, we offer a number of MBA Specializations that require 8 to 10 courses to fulfill, and a small number of MBA Sub-Specializations that require 3-4 courses to fulfill. To acknowledge student interest, we propose to expand the number of MBA Sub-Specializations and to move toward standardizing the requirements for fulfilling Sub-Specializations. See attached sheets

Organizational Behaviour and Human Resources Sub-Specialization

Coordinator: Brian Bemmels

The purpose of this Sub-Specialization is to prepare students with skills to manage human resources and organizations. The skills developed are applicable to general management or the management of any functional area of business in virtually any organization.

Two types of students may be interested in this Sub-Specialization:

- Students who plan to be involved in general management or work in any functional area of management, and desire the skills appropriate for managing individuals and work groups.
- Students interested in consulting careers in human resources or other areas of management.

Students are required to successfully complete 4 BAHR modules to obtain this Sub-Specialization.

Select 4 from this list:

BAHR 502	Business Ethics
BAHR 505	Leadership
BAHR 507	Principles of Negotiation
BAHR 508	Managing Change
BAHR 510	Strategic Human Resource Management
BAHR 512	Managing Diversity
BAHR 520	Managing the Employment Relationship

Strategic Management Sub-Specialization

Coordinator: John Ries

The Strategic Management Sub-Specialization seeks to equip students with the concepts and processes required for crafting and implementing strategies that lead to superior performance of a business. Specifically, this Sub-Specialization is designed to improve the student's ability to:

- Integrate functional area knowledge into a general management point-of-view;
- Learn new concepts, tools and processes for effective strategic management;
- Gain a deeper appreciation of the complexities and uncertainties associated with managing in a global, rapidly changing business environment; develop critical thinking and diagnostic skills;
- Learn to lead and motivate others; become accustomed to working in management teams.

Students are required to successfully complete 4 modules to obtain this Sub-Specialization.

Required Modules:

BASM 501	Business Strategy *
BASM 502	Corporate Strategy*

Select two from:

BAIM 501	Multinational Enterprises
BASM 504	Intellectual Property and Business Strategy
BAHR 510	Strategic Human Resource Management
BASM 511	Strategic Management of Services
BAMA 500	Marketing Strategy

* BASM 501 and BASM 502 must be taken as a pair.

Supply Chain Management Sub-Specialization

Coordinator: Tom McCormick

Logistics and operations management decisions are basic to organizations in service businesses as well as those involved in the production and delivery of products. They are strategic activities by which firms gain competitive advantage. Location, product sourcing, vendor selection, process design and selection, technology management, job design, layout, product flow and scheduling are some of the decisions needed to make and deliver the right product, that meets customer needs, to the right place at the right time at lowest cost. The integrated management of such activities across functional business processes and firms is supply chain management. Tools for managing the supply chain and its individual components include forecasting, project management, quality control, negotiations, performance measurement and business process re-engineering. Strategies for strategically managing supply chain processes include just-in-time, partnerships and alliances, total quality management and global sourcing. Students are exposed to the concepts involved in such systems and to the analytic methods involved in their planning and control.

The Sub-Specialization:

- develops knowledge of the critical strategic and operational decisions in operations and logistics;
- provides students with the skills to be effective operations, logistics and supply chain managers;
- promotes executive-level integration of operations and logistics with other value adding processes such as marketing.

Students are required to successfully complete 4 modules to obtain this Sub-Specialization.

Required courses:

BASC 500	Introduction to Logistics and Operations
BASC 514	Supply Chain Management

Select two from:

BASC 510	Operating Supply Chains
BASC 511	Supply Chain Design
BASC 515	Total Quality Management
BASC 520	Current Issues in Logistics and Operations Management

Sustainability and Business Sub-Specialization

Coordinator: Peter Nemetz

Issues of sustainability are now entering the mainstream of business for several reasons: increased government regulatory presence in this area both nationally and internationally, increased awareness and pressure from a broad range of stakeholders, including the general public, and the emergence of opportunities for competitive advantage from corporate initiatives in this area.

This Sub-Specialization is intended for students specializing in other fields, who are looking for a grounding in the key issues and their relevance to business practice.

Students are required to successfully complete 4 modules to obtain this Sub-Specialization.

Required Modules:

BASD 500	Sustainable Development and Business
BASD 502	Global Environmental Issues

Plus two modules from this list:

BAHR 502	Business Ethics
BAPA 503	Cost-Benefit Analysis
BASD 501	Corporate Social Responsibility
BASD 504	Environmental Marketing

Entrepreneurship Sub-Specialization

Coordinator: Thomas Hellmann

This Sub-Specialization is designed to explore the many dimensions of entrepreneurship and new venture management in both corporate and independent settings. Students will acquire the knowledge and spirit for entrepreneurship and familiarize themselves with institutional aspects of venturing. Attention will be given to augmenting and synthesizing concepts and techniques studied in the functional areas of management. Knowledge will be developed that is useful for managing new ventures as well as launching innovative initiatives in mature companies.

Students are required to successfully complete 4 of the following modules to obtain this Sub-Specialization.

BAEN 500	Entrepreneurship and New Venture Creation*
BAEN 504	Preparing the Business Development Plan*
BAEN 580B	Strategy in Entrepreneurial Ventures I*
BAEN 580C	Strategy in Entrepreneurial Ventures II*
BAEN 502	Managing New Venture Growth
BAEN 505	Venture Capital Finance of Entrepreneurship
BAEN 580A	Venture Formation

*BAEN 500 and BAEN 504 must be taken as a pair; BAEN 580B and BAEN 580C must be taken as a pair.

Marketing Sub-Specialization

Coordinator: Darren Dahl

Purpose: To prepare students for senior positions in marketing management in businesses and public service organizations as well as for careers in management consulting. Students will acquire the expertise necessary to lead firms in today's complex, competitive, global environment and to make organizations customer-focused and market-driven, critical characteristics of successful companies.

Audience: The Marketing Sub-Specialization is intended both for students who have had experience in marketing and want to deepen their expertise as well as for students who have had experience in other areas and want to build their careers in marketing or management consulting. Students may want to work in specific functional areas, such as advertising and brand management, or more broadly, in firms competing in a wide variety of industries.

Potential Employers: Large and small businesses in a diverse range of industries, including service businesses, high technology firms, internet-based companies, consumer products, industrial firms, government agencies and non-profit organizations. Marketing is an excellent background for a career in management consulting. Other potential employers are: marketing specialist firms, such as marketing research providers and advertising agencies.

Study Abroad: Students are encouraged to participate in the international exchange program.

Students are required to successfully complete 5 modules to obtain this Sub-Specialization.

Required Modules:

BAMA 500 Marketing Strategy

One of:

BAMA 504 Integrated Marketing Communication **or**
BAMA 506 Consumer Behaviour

One of:

BAMA 501 Pricing **or**
BAMA 508 Marketing Research

Please see page 2 ...

Select two From this list (if not selected above):

BAMA 502	Relationship Marketing
BAMA 504	Integrated Marketing Communication
BAMA 503	Product Management Strategies
BAMA 506	Consumer Behaviour
BAMA 507	Creative Marketing Strategies
BAMA 508	Marketing Research
BAMA 512	Database Marketing and Data Mining
BAMA 513	Internet Marketing
BAMA 580B	Topics in Marketing: Brand Management
BASM 511	Strategic Management of Services
BAIM 521	International Marketing Strategy

Required Modules	3
<u>Elective Modules</u>	<u>2</u>
TOTAL	5 modules

Information Technology Management Sub-Specialization

Coordinator: Paul Chwelos

With information technology becoming increasingly pervasive in the business environment and accounting for half of total business investment in many industries, the effective use and control of IT has become central all managerial disciplines. The ITM Sub-Specialization is designed for students who wish to complement their Specialization with the skills required to use IT effectively to achieve business objectives. The required courses will provide students with the ability to analyze, model, and improve business processes as well as how to govern IT in the business. These two required courses can be complimented with any two other BAIT modules in e-business, management of IT and IT projects, and knowledge management.

Students are required to successfully complete 4 modules to obtain this Sub-Specialization.

Required Modules:

BAIT 506	Business Modelling for Information Technology Applications
BAIT 512	Control and Security of Information Resources

Select Two From:

BAIT 513	Managing e-Business
BAIT 527	Knowledge Management and Supporting Technology
BAIT 511	Managing Information Technology
BAIT 510	Managing Business Information Technology Projects

To complement each specialization, we recommend these BAIT offerings:

Entrepreneurship:	BAIT 527 and 510
Finance:	BAIT 511 and 527
Marketing:	BAIT 513 and 527
Organizational Behaviour:	BAIT 511 and 510
Strategic Management:	BAIT 511 and 513
Supply Chain Management:	BAIT 513 and 527
Sustainability:	BAIT 511 and 510



UBC Certificate in Industrial Wood Finishing

Certificate Program Proposal

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Overview

Introduction and Rationale

Wood finishing typically represents at least 25% of the cost of manufacturing value-added wood products, and the decisions made and actions taken at this stage of the production process are critical to the quality of finished products such as furniture, cabinetry, doors and windows, and architectural millwork of various kinds. Surprisingly however, formal training in this area is difficult to find. For many wood products manufacturers, the only skills training that is available to their employees is provided by the vendors of industrial machinery. This kind of training is commonly available for most types of cutting, drilling, and profiling machinery, including those using CNC (computer numerical control) technology. Wood finishing is a more complex area however, as it is directly and substantially affected by factors other than the operation of the equipment itself. These include: the quality and surface properties of the wood used; the coatings and stains chosen; the finishing system used; environmental conditions within the plant; and the relevant air emissions and safety regulations in force in the manufacturer's location. Where training is available, it is often limited, focused on proprietary products, or generic in nature. A study in 2003 by the Wood Manufacturing Council (Ottawa) found that finishing technicians were one of the three most difficult occupations to recruit for.

In response to the need for accessible, non-proprietary, structured training opportunities, the Centre for Advanced Wood Processing has developed a Certificate in Industrial Wood Finishing. The program provides in-depth, comprehensive coverage of all of the key aspects of wood finishing. It has been designed to allow industry participants to study the theoretical aspects of finishing in a convenient, web-based format that is flexible to learners' work schedules and other commitments. At the conclusion of a web-based study period, learners spend one week in an intensive practical session that includes hands-on exercises, demonstrations, and guest presentations by various technical specialists from the research community and the private sector.

The Certificate in Industrial Wood Finishing is administered by the Centre for Advanced Wood Processing (CAWP), Faculty of Forestry, University of British Columbia. An advisory board consisting of members of North America's wood products industry, research and educational communities guides CAWP's activities in this regard.

Who will Benefit

The UBC Certificate in Industrial Wood Finishing has been designed for individuals employed in the wood products industry who have some general experience in manufacturing (and possibly finishing), but would like to expand their specific knowledge and understanding of wood finishing processes.

Program Objectives

This Certificate Program is designed to provide participants with a broad understanding of the field of wood finishing. The program involves a comprehensive review of the various dimensions of wood finishing, including: wood properties; colour theory; the physical and chemical processes associated with the applications of stains and coatings; application methods; pre-treatments; coatings; application and curing equipment and automation; safety; environmental considerations; quality control and testing methods; and costs/economics. Throughout the course, workplace examples and case studies are referenced as much as possible in order to provide real-world context to the discussions.

The broad aims of the program are to equip learners with the knowledge and experience to do the following:

- Understand why finishes are applied to wood, and how the properties of wood and finishes influence the performance of finishing systems
- Have a broad understanding of all of the considerations that must be borne in mind when making decisions related to wood finishing
- Select the most appropriate coatings systems and technologies to apply finishes to wood and wood composites for specific end-product requirements
- Apply finishes to wood using common application technologies (spraying systems and roller and curtain coaters) and test the properties of liquid finishes and the properties of the coatings
- Design a finishing facility to minimize contamination of finishes and the probability of fire or explosions, and reduce costs and emissions of volatile organic compounds
- Access third-party information and resources that can be used on an ongoing basis to improve and successfully manage wood finishing processes

Administering Organisation

The Centre for Advanced Wood Processing at UBC is Canada's national centre of excellence for the wood products industry. CAWP has been providing specialized research, extension services and education programs to the wood products industry since 1996 to strengthen the market competitiveness of Canada's wood products manufacturing sector. The activities of CAWP include the delivery of a wide range of seminars and lifelong learning programs for industry participants. These have included technical conferences, strategic marketing seminars, a range of workshops and training programs, and in-plant consulting and training services. The Centre is located in the Forest Sciences Centre, Faculty of Forestry. CAWP's facilities include a 10,000 square-foot advanced wood processing laboratory equipped with state-of-the-art computer-controlled manufacturing equipment and research tools. Beginning in 2000, the Centre for Advanced Wood Processing has organised well-attended industry conferences on industrial wood finishing annually in Toronto and Atlanta, and has conducted numerous practical workshops and in-plant training sessions on wood finishing in various parts of Canada. CAWP also operates the UBC Certificate in Kiln Drying, which was approved as an official UBC Certificate in 2003.

Program Details

Features

- The program blends the teaching of solid scientific principles with a practical solutions-based approach that promotes learning in context
- Web-based delivery of phase one of the program allows for flexible study schedules for busy working professionals
- The intensive face-to-face session at UBC enables participants to put theoretical knowledge into practice through hands-on exercises, team-based activities and factory tours

Program Requirements and Delivery Methods

The full program contains 150 hours of instruction delivered in two phases; an initial web-based learning component of 12 weeks in duration (100 hours) followed by an intensive residential session at UBC (6 days, 50 hours). Students must successfully complete all course requirements in both phases of the course in order to receive a passing grade.

Assessment

Student performance in the Certificate in Industrial Wood Finishing is assessed as described below: All course work and grades will be recorded on an official program transcript which will be issued to each participant.

1. Web-based Quizzes

Quizzes are provided at the conclusion of each web-based module, and are based upon the target learning outcomes identified at the beginning of each module. Learners must first complete the required online readings for each module. Ten quizzes (one per module) must be completed within the WebCT tool and electronically submitted to the course tutor. A maximum grade of 3% is assigned for each quiz, representing a total of 30% of the final course grade.

2. Discussion Forum participation

Six online discussion fora are carried out during the course. All participants are expected to make one original posting to each forum, and to reply substantively to the postings of at least two other participants. The six discussion fora together comprise 20% of the final course grade.

3. Individual Project

The individual project provides participants with the opportunity to critically reflect upon the organisation and performance of manufacturing operations at their own facility (or one that they are closely familiar with). Participants are expected to identify key finishing-related issues and challenges that they have experienced, and explain how the concepts discussed in the course notes relate to and help address these issues. Participants must submit a written report of between 1200 and 2000 words, including relevant diagrams and images. This activity represents 20% of the final course grade, and is due one week after the conclusion of the web-based phase of the program.

4. Practical Exam

This test is administered at UBC on the final day of the face-to-face session of the course, and is based upon the exercises and demonstrations that participants have experienced during the practical sessions. The practical test represents 30% of the final course grade.

Graduation Criteria

To graduate from the Certificate in Industrial Wood Finishing students must complete all course requirements and must receive a passing mark with a grade no lower than 70%.

Course Content

The course proceeds in a logical way following the important steps involved in the wood finishing process, starting from selection of wood, colour theory, surface preparation, and staining through to the application and curing of top coats. At each of these stages, the equipment involved in applying and curing finishes is described, and exercises and online discussions are used to reinforce facts and concepts covered.

Phase One of the certificate program is divided into ten modules, each containing between one and three separate lessons. There are twenty-two lessons which must be covered over twelve weeks. During this phase of the course, learners study part-time through a comprehensive course website built in the WebCT course management system. The website serves as an electronic textbook for the course, and contains all of the information required for the course. No additional text books or printed materials are required, although it is recommended that learners consult a number of electronic reference links and engage in further reading to supplement material on the web site. The course makes extensive use of photographs, diagrams, animations and short videos to support the comprehensive online readings. Learners are asked to set aside a minimum of eight hours per week for study activities during the web-based phase, which include the following:

- Reading and reviewing the lessons and viewing the supporting photos, diagrams and videos on the course website.
- Answering quiz questions.
- Following the web links provided to other websites related to wood finishing.
- Taking part in online discussions.
- Exchanging emails with course tutors and other learners.
- Writing and submitting reports and short assignments – both individually and in pairs or groups.

Throughout this phase of the Certificate learners have constant access to an online course tutor and a technical support team. The first week of the course is dedicated to helping learners become accustomed to the course website and all of its functions.

Phase One Topics	Major Learning Outcomes
Module 1. Introduction to Wood Finishing	<ol style="list-style-type: none">1. Describe why wood finishing is important2. Define what is meant by a holistic approach to wood finishing3. Explain the relationship between marketing and finishing4. Explain the importance of material selection to wood finishing5. Define a finishing system6. Describe the relationship between finishing and surface preparation

Module 2. Colour Theory and Wood Colour	<ol style="list-style-type: none"> 1. Identify the elements that are necessary to see colour 2. Name the factors affecting the colour of a material. 3. Describe four attributes used to define colour 4. Name the primary, secondary and tertiary colours 5. Identify and describe common colour contrast schemes and their relationship to a colour wheel 6. Describe how colour theory affects wood finishing 7. Explain why wood is coloured when its main chemical component, cellulose, is white 8. Describe the system used for classifying wood colour, and the range of colours that wood exhibits 9. Describe the various ways that wood colour can be modified/improved
Module 3. Surface Preparation	<ol style="list-style-type: none"> 1. List the reasons for preparing a surface before finishing 2. Describe the advantages of modern industrial abrasives over conventional abrasives 3. Summarize what is known about the effect of sanding on finish performance 4. Name four areas of sanding operations in furniture manufacturing 5. List the various types of sanders and describe their uses 6. Explain why one would want to bleach wood 7. List the three kinds of chemicals used to bleach wood and indicate when they would be used. 8. Define bleaching stains and bleaching oils, and describe how they are used 9. Explain the importance of pre-staining 10. Identify and describe the three main types of stains used to colour wood 11. Identify and describe the three types of pigmented stains 12. Evaluate and recommend appropriate stains and bleaches for specific end-use applications
Module 4: Surface Finishes	<ol style="list-style-type: none"> 1. Identify the key functions of the various components of film-forming finishes 2. Explain why nitrocellulose lacquers are still considered by many to be the best all-round finish for wood 3. For a given product application, identify the most appropriate coatings system and explain the reasons for your choice 4. Explain the advantages of using UV-cured finishes 5. Describe the protective properties of oils and waxes 6. List the main types of sealers used on wood and describe their functions 7. Explain why and describe how one should check wood moisture content before applying finishes 8. Describe some ways to repair gouges and small defects; knots and large cracks; dents; scratches and cracks 9. Explain the role of glazes in wood finishing

Module 5: Spraying Technology	<ol style="list-style-type: none"> 1. Identify the kinds of feed systems available for use with spray guns and explain when they would be used 2. Identify the components of all of the common types of spray gun and describe their function 3. List the four factors to consider when selecting an air nozzle 4. List the three main spraying technologies and describe the benefits and limitations of each in terms of cost, transfer efficiency, film thickness and other factors 5. Explain the optimal spray gun distance and how one should move the spray gun relative to the surface being sprayed 6. Name three types of air compressor and where you would find them 7. Describe some potential problems associated with poorly designed compressed air systems and how they can be alleviated 8. Calculate the compressed air requirements of a finishing facility
Module 6: Automated Finishing	<ol style="list-style-type: none"> 1. Explain why automated wood finishing is less well developed in North America than in Europe 2. Describe the various kinds of automated finishing equipment available and their benefits and limitations in terms of fixed and variable costs, impacts on production methods, and other factors 3. Identify the factors that must be taken into account when calculating the suitability of manual versus automated finishing lines
Module 7: Drying and Curing of Finishes	<ol style="list-style-type: none"> 1. List and describe the five types of thermal drying systems used in industry today and summarise their benefits and limitations 2. Describe how to perform simple tests to determine flash-off time, touch resistance and the stackability of finishes 3. Explain why the use of UV-cured coatings has increased dramatically in the furniture and cabinet industries in recent years 4. Identify the main components of a typical UV curing unit and describe the function of each
Module 8: Post-Treatments and Cost Considerations	<ol style="list-style-type: none"> 1. List the advantages of powder coating compared to traditional coating methods 2. Describe the suitability of MDF as a substrate for powder coating 3. Describe the basic steps involved in powder-coating 4. List two kinds of antiquing techniques and describe the processes used to antique wood 5. Identify two factors that influence whether top coats can be successfully 'rubbed out'

Module 9: Coating Parameters, Recycling, Safety, Environmental	<ol style="list-style-type: none"> 1. Describe ways that overspray in finishing facilities can be reduced 2. Describe measures that can be implemented to minimize the risk of fire in a finishing department 3. Provide two definitions of the term “VOC” 4. Describe the most important elements of the guidelines and legislation in the USA and Canada that have been developed to minimise VOC emissions from wood finishing plants 5. Describe the technologies that can be used to minimize VOC emissions from wood finishing plants, and assess their advantages and disadvantages for various kinds of wood products manufacturing facilities
Module 10: Quality Control and Finish Testing	<ol style="list-style-type: none"> 1. List the key elements of a successful quality control program for wood finishing. 2. Describe the various tests that can be carried out on liquid finishes and the reasons for their use 3. Describe the tests that can be carried out on dry finishes and the reasons for their use 4. Explain the importance of chemical resistance tests

The practical component of the course is held over an intensive 6-day period and involves approximately 8.5 hours of instruction and hands-on exercises each day. These sessions are held at the Centre for Advanced Wood Processing at UBC, and feature presentations and demonstrations by a variety of guest technical specialists, as well as instruction by Centre staff and faculty members. Topics covered in the practical sessions build upon the theoretical knowledge gained during the web-based component of the course, and include the following;

- Measuring the colour of Canadian wood species using a colorimeter
- Measuring the moisture content of wood prior to finishing
- Performing the Farnsworth-Munsell colour perception test.
- Learning and applying best-practices in finish sanding and surface preparation
- Conditioning surfaces prior to stain application
- Setting up and fine-tuning various types of spray gun equipment, achieving optimal atomisation patterns and efficient transfer of material to the substrate, maintaining and disassembling equipment
- Creating staining effects & simple finishes, performing chemical staining
- Using advanced staining systems
- Preparing bleaches and removing stains from wood
- Undertaking tests on liquid finishes
- Performing tests on wet coatings
- Using water-based finishes
- Finishing flat parts using roller coating equipment
- Curing finishes with UV technology.
- Finishing flat parts using curtain coating equipment
- Applying powder coats to MDF using hand-held equipment
- Achieving special finishing effects
- Testing the properties of cured finishes
- Viewing a range of working finishing facilities through industry tours

Admission

Applications are accepted on an ongoing basis. An admissions committee composed of faculty, industry advisory members and the Administrator make the final decision on the application of each candidate.

Evaluation of Candidates

The admission committee will evaluate applications according to the following criteria:

- 1/3 previous work experience
- 1/3 letter of intent
- 1/3 references

Applicants will be notified in writing of the results.

Requirements for Admission

1. A completed application for admission
2. A resume documenting educational achievements and recent work experience.
3. A brief letter of intent that specifies applicant's goals, interests, program expectations and comments on applicant's background or level of expertise in quality control practices.
4. Names and phone numbers of two references.

Additional Program Information

Limited Enrollment

Enrollment will be limited to 15 persons to ensure manageable class sizes during the practical component of the program. Meeting the minimum requirements for admission does not ensure that a place can be guaranteed in the program.

Availability of Courses

The program will be scheduled annually beginning in January and running until late April.

Prerequisites

1. Participants should have some knowledge or experience of value-added wood products manufacturing. There are no formal educational requirements, but participants should possess good numerical and writing skills.
2. Participants should have regular access to a Pentium 3 (or higher) computer with sound card and speakers, word processing software, reliable Internet connection, web browser, and their own email account. Participants will need to access the course website and their own email account at least three times per week to check for announcements and updates and perform assessed tasks.
3. Participants must be familiar with basic safety considerations for working in an industrial production environment.

Length of Program

Participants must normally complete all requirements for graduation within a single year. In exceptional circumstances, the admissions committee may allow participants to postpone completion of certain course requirements until the following year. Requests for exemptions should be directed in writing to the Program Coordinator.

Fees

A single program fee is charged to cover the cost of both the web-based and in-person components. The program fee includes materials used and handout materials supplied during the practical sessions. The program fee for 2007 is \$1995.00. Current course schedules and fees can be found on the Centre for Advanced Wood Processing website: www.cawp.ubc.ca. Tax receipts can be provided upon request.

Withdrawal and Cancellation Policy

a) Withdrawing from the course

For a complete refund, CAWP requires notice of withdrawal from the program by phone, fax, email or in person at least 10 business days before it begins. Cancellations made after this time will be subject to a \$100 cancellation fee. Registered participants who fail to attend the course without any prior notice will be required to pay the full course fee without refund. Substitution of participants from within the same company is acceptable.

b) Course cancellations

The Centre for Advanced Wood Processing is sometimes forced to cancel scheduled classes due to insufficient enrolment or for other reasons. If this occurs, participants will be informed prior to the end-of-year holiday season and a full refund will be provided.

Instructors, Course Tutors and Technical Support Staff

Course Author: Philip Evans

Dr. Philip Evans is a Professor in UBC's Faculty of Forestry. He has taught wood science and wood utilization in universities in the UK, Australia and North America for twenty years, and his research has focused on wood surface properties and the development of methods to enhance the aesthetics and durability of finishes on wood. Dr. Evans teaches an undergraduate course on industrial wood finishing (WOOD 464) in the B.Sc. Wood Products Processing degree program, and chairs the organising committee of the industrial wood finishing conference offered by the Centre for Advanced Wood Processing in Atlanta every two years.

Course Tutor: Jason Chiu

Jason Chiu is a manufacturing and quality control certification specialist and extension trainer at the Centre for Advanced Wood Processing, UBC. Jason holds a Bachelors degree in Wood Products Processing from UBC. He has worked for several secondary wood products companies including Laguna Woodcraft in Delta, BC; Schmitdke Millwork in Steinbach, Manitoba and Dynamic Windows and Doors in Abbotsford, BC, where he worked as a process engineer. Jason has conducted audits of several industrial finishing facilities and performed hands-on finishing training, as well as developing a comprehensive range of finishing testing services for industry.

Course Technician – Diana Hastings

Diana Hastings is the Senior Technician in the Department of Wood Science with a wide range of responsibilities, including the overall operation of the technical phases of the department, providing support to the Faculty of Forestry regarding safety issues and the coordinating of technical and practical aspects for teaching support of undergraduate courses (Wood 271, Wood 280, Wood 282, Wood 464). Diana has a Bachelors of Science degree in Chemistry and Geology from UBC and has extensive experience working in her field of studies. Prior to her position in Wood Science, Diana worked as a Research and Teaching Technician in Chemical Engineering at UBC.

Course Technical Specialist - Mohammed Jahangir Chowdhury

Mohammed Jahangir Chowdhury is a Research Associate in the Department of Wood Science, UBC. Mr. Chowdhury received his B. Sc. in Chemistry from the University of Chittagong, Bangladesh and M. Sc. in Wood Science from the University of Wales, UK. He obtained his Ph. D. in Forest Products from Oregon State University, USA in 2000. He served as a Lecturer of Wood Science in the Institute of Forestry, University of Chittagong, Bangladesh from 1986 to 1994. He

also worked as a Research Associate in the Wood Materials and Engineering Laboratory at Washington State University, USA from 2000 to 2002.

Administration

Dr. Philip Evans
Professor, Centre for Advanced Wood Processing, UBC.

Iain Macdonald
Associate Director, Centre for Advanced Wood Processing, UBC.

Karen Fisher
Administrator, Department of Wood Science, UBC.

Advisory Board

Dr. Philip Evans
Professor, Centre for Advanced Wood Processing, UBC.

Mr. Robert Kostelnik
Education Manager, Cefla Finishing America Inc. , High Point, North Carolina.

Mr. Rich Christianson
Executive Editor, Wood & Wood Products Magazine, Chicago, Illinois.

Mr. Sepp Gmeiner
Managing Partner, Lignum Consulting, Toronto, Ontario.

Mr. Ron Hansen,
Technical Service Specialist, 3M, St. Paul, Minnesota.

Prof. Joerg Schleusener,
School of Architecture, Civil and Wood Engineering, HSB Biel and Burgdorf, Switzerland

Contact Information

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PROPOSAL FOR A UBC CERTIFICATE PROGRAM IN INFECTION PREVENTION AND CONTROL

SUMMARY REPORT TO THE SENATE CURRICULUM COMMITTEE

Proposed Name of Certificate Program: UBC Certificate Program in Prevention Infection and Control

Date of Submission: August 22, 2006

Sponsoring Faculty: Faculty of Medicine and Continuing Education

Contact persons: Dr. Elizabeth Bryce and Dr. Diane Roscoe
Clinical Professors, Faculty of Medicine, Department of Pathology
Telephone: 604-875-4759 and 604-875-4547
Email: Elizabeth.Bryce@vch.ca Diane.Roscoe@vch.ca

Supporting UBC Partners: Department of Pathology and Laboratory Medicine and
Department of Health Care and Epidemiology

Program Description: The proposed certificate program in Infection Prevention and Control will require participants to complete four existing 3-credit courses. These are: Pathology 427 Basic Principles of Infection Control; Pathology 467, Basic Medical Microbiology for Infection Control; Pathology 451, Clinical Practicum in Infection Control and HCEP 401/Path 477, Basic Epidemiology for Infection Control. The certificate program will be offered by the Faculty of Medicine in partnership with the UBC Centre for Distance Education and Technology. The four-course program is intended to provide the basic background and knowledge needed by professionals in Infection Prevention and Control.

Students who complete the program will have the following core skills:

1. Knowledge of the fundamental principles of Body Substance Precautions, isolation requirements and appropriate use of barrier protection
2. Knowledge of common microbial pathogens, their clinical presentation, laboratory diagnosis, treatment, mechanisms of transmission to others, and measures available to prevent spread
3. Ability to use the best evidence to support practice decisions
4. Ability to develop educational programs for clients, colleagues and the public
5. Understanding of epidemiological concepts and clinical research methods.
6. Working knowledge of data handling and analysis and introductory statistics.

7. Computer skills sufficient to access and negotiate the web, participate in on-line discussions and conduct on-line searches using a variety of search engines.

Rationale for the Program: A shortage of Infection Control Practitioners (ICPs) and the growing recognition of their importance in the prevention of infectious diseases has made Infection Control a desirable specialty. Traditionally, individuals with a baccalaureate in nursing, a diploma in Public Health, or in Laboratory Technology have entered this field. Most acquire their skills through on-the-job training combined with an on-site course through Centennial College in Ontario. After the requisite two-years in the field, they then may become certified in Infection Control by taking the American-based Certification in Infection Control board examination. Many practitioners lack the funds and/or time to attend the course and CHICA-Canada, the Canadian national organization (Community Hospital Infection Control Association - Canada) has had numerous requests to develop a national certification program. There are very few on-line programs in Infection Control and currently there are no University-based certificate programs in Infection Control that may be taken as distance education.

Currently there are no other institutions offering similar university credit courses at a distance that we are aware of. CHICA-Canada (Community and Hospital Infection Control Association) and APIC (the Association for Practitioners in Infection Control and Epidemiology) currently offer only on-site courses that are not university accredited

Proposed Curriculum Topics:

1. Pathology 427 - Basic Principles of Infection Control (minimum 39 hours)
2. Pathology 451 - Clinical Practicum (50-75 hours)
3. Pathology 467 - Basic Medical Microbiology for Infection Control (minimum 39 hours)
4. HCEP 401/Path 477 - Basic Epidemiology for Infection Control (minimum 39 hours)

Please see Appendix 1 for course descriptions.

Target Group:

The prospective student body would include:

1. Graduate nurses who lack specific training in infection control and who are interested and/or are encouraged by their supervisors to acquire some knowledge in this area. (Primary target group)
2. Laboratory technologists who wish to become certified as infection control practitioners.
3. Infection control practitioners who wish to receive university credit for Infection Control courses. New Infection Control Practitioners who require training for their position.
4. Upper-level undergraduate science students at UBC who want to complement their knowledge of microbial infections (e.g. Epidemiology, Integrated Sciences, BMLSc and Medical Microbiology students)
5. Pathologists and other physicians who oversee their local hospital infection control committees and lack prior training in the field.

Out-of-province students, professionals who wish further their academic studies and on-campus students whose schedules preclude some on-site courses benefit from these distance-distributed

courses. Students have already enrolled from across Canada, study at home and have rated the course very favourably.

Student Admission Criteria:

Students require two years post-secondary education. A background in health care is preferred. Students who are refused entry to the program may appeal to the Advisory Committee.

Student Assessment/Grading Methods:

Students in Pathology 467, 427 and HCEP 401/PATH 477 are graded according to the rules and regulations of the University for credit courses. Please see Appendix 1 for detailed information.

Student Conduct:

1. Academic Conduct:

Students are expected to abide by the Academic Regulations on Student Conduct and Discipline as outlined in the UBC Calendar and subject to the disciplinary measures outlined therein.

2. Professional and Ethical Conduct

Students are expected to conduct themselves in accordance with standards of behaviour and ethics in keeping with a professional workplace.

3. Use of Information Technology

Students are expected to adhere to the UBC Appropriate Use of Information Technology Guidelines. See www.itservices.ubc.ca/aup for details.

Awarding of Certificate

To be granted the UBC Certificate in Infection Prevention and Control students must have a minimum overall average of 70% in the four required courses.

NB: To date four students have successfully completed the required courses and would be eligible to receive the certificate.

Program Delivery Format:

All but the practicum course are delivered through distance distributed learning by WebCT with our partners in Distance Education and Technology. A problem-based learning format is used.

Marketing/Promotion Strategy:

The courses have been marketed through brochures distributed at national and international conferences, and via the CHICA-Canada web-site. The courses have been fully subscribed almost since inception and our reputation across Canada has grown.

Assessment of Impact on Departmental and University Resources:

1. Faculty

The major impact is on the course designers (Drs. Roscoe, Roberts, Bryce [Department of Pathology] and Drs. Henry, Naus and Patrick [Department of Epidemiology]) as well as the program administrators through Distance Education and Technology. The courses now only require minor revisions and maintenance.

2. Administrative Support:
 - a. Program Assistant: Responsible for admission applications, student files, correspondence. Currently administrative support for the courses is handled by the BMLSc Program Assistant.
 - b. Technical Support: UBC Distance Education and Technology supports the WebCT.
3. Space
No physical space is required for this online program.
4. Library resources
No new library resources are required.

Assessment of Financial Viability

There are no budgetary implications for the Certificate program. This program will be supported entirely from student tuition fees. Distance Education and Technology provides all technical support will be reimbursed through tuition fees. The courses have already proven their viability over the last three years as they are fully subscribed.

Current Program Advisory Committee Members

Dr. Michael Noble, Professor Faculty of Medicine, Infection Control Officer, UBC Hospital

Dr. Katherine McManus, Program Director, Centre for Distance Education, SFU (formerly Project Manager, UBC Distance Education & Technology)

Mr. Douglas Cronk, Manager, Course Development, UBC Distance Education and Technology

Ms. Moira Walker, Adjunct Professor, UBC School of Nursing

Ms. Linda Kingsbury, Regional Infection Control Practitioner, Vancouver Coastal Health

Dr. Eva Thomas, Clinical Professor, Faculty of Medicine, Infection Control Officer Children's and Women's Hospital

Dr. David Patrick, Associate Professor, Faculty of Medicine, Director BCCDC Epidemiology

Dr. Fred Roberts, Professor Emeritus, Faculty of Medicine, Infection Control Officer BC Cancer Agency

Dr. Diane Roscoe, Clinical Professor, Faculty of Medicine, Regional Laboratory Director and Division Head, Medical Microbiology and Infection Control

Dr. Elizabeth Bryce, Clinical Professor, Faculty of Medicine, Regional Medical Director Infection Control Vancouver Coastal Acute

Final Approval Expected from the Following Deans/Department Heads:

Senior Associate Dean - Education, Faculty of Medicine

Appendix 1: Description of Courses

PATH 427 (3) Basic Principles of Infection Prevention and Control

This course provides the basic principles to prevent the spread of microorganisms pathogenic to humans. It may be taken towards a Certificate in Infection Control.

Course Objectives:

Students who complete the course will gain knowledge in the following areas:

The fundamental principles of Body Substance Precautions, and Standard Precautions, isolation requirements and appropriate barrier protection;
Recognition of common communicable diseases and their management;
Use of best evidence to support practice decisions;
The approach to outbreak identification, investigation and management;
Research skills in the area of online searches;
Experience with the use of case-based learning to direct individual learning.

Course Overview:

The course is delivered online and it is in a Problem-Based Learning format. The case topics include (but are not limited to): Isolation and barrier precautions, surveillance of nosocomial infections, infection control precautions, outbreak investigation, antibiotic resistance, common communicable diseases (e.g. tuberculosis, influenza), paediatric issues in infection control as well as the unique perspectives of long-term and ambulatory care.

Course Outline:

1. Introduction to the Course/Understanding the infection control structure
2. Infection Control Precautions
3. Nosocomial Infections and their surveillance/Outbreak Investigation
4. Antimicrobial resistance
5. Infection control in specialized care areas
6. Paediatric issues in infection control
7. Device-related and blood-borne infections
8. Infection control and long-term care
9. Community and ambulatory care issues in infection control

Evaluation:

Students will be assessed on their participation in the interactive group learning process, the midterm exam, and the final exam. Assessment breakdown is as follows:

Participation = 30%
Midterm = 30%
Final = 40%

Textbooks:

Bennett, J., Hospital Infections, 4th Ed.

Wilson, J., (2001) Infection Control in Clinical Practice. 2nd Edition. Harcourt

Chin, J. Ed. (2000). Control of Communicable Diseases Manual. Am. Public Health Assoc., Wash. D.C.

PATH 451 (3) Clerkship in Laboratory Medicine and Infection Prevention and Control

May involve attendance at an approved institution and/or a project assigned by the instructor(s). Instructor permission required. Enrolment may be limited.

Course Outline:

The intent of the practicum is to provide a practical experience in infection control. The practicum may be taken as an intensive full-time experience or may be taken over a longer period of time (as other commitments permit) but must not exceed one year in length.

1. The practicum can only be taken after completion of Pathology 427 and 467.
2. The practicum must take place in an institution pre-approved by the Course Co-coordinators.
3. The practicum may be composed of one of the following choices:
 - a) A basic infection control practicum where an Infection Control Professional will proctor the student and ensure that the fundamentals of infection control are introduced. These include a) surveillance, ii) education, iii) policy and procedure development and iv) consultation. The principles of outbreak investigation will also be included, although it is recognized that an actual outbreak may not occur during the time of the practicum. The student must have a clear understanding of the appropriate application of infection control principles with an emphasis on barrier use. The student will maintain a daily log of activities and produce a report of approximately 10 pages (double-spaced, font Times New Roman 12) detailing their experiences and observations. The length of the practicum is expected to be 45 hours of contact time and 40 hours associated reading and report writing

OR

- b) An in-depth review of an infection control topic. This practicum is for individuals who have had at least one year of infection control experience. Students will select a topic with the assistance of their proctor (e.g. device related infections, respiratory communicable diseases, construction in the health care setting) for review of the literature and a report. The report will be between 15 to 20 pages (double spaced, font Times New Roman 12) and should include a detailed critical analysis of the subject. It should also include the student's opinions on any controversial elements. The proctor must be pre-approved by the course co-coordinators and will be expected to lead discussions with the student. Expected contact time with the proctor is 18-24 hours. Expected length of the independent study is 60 hours (including reading and report writing).

Evaluation:

Each student is required to maintain a project diary and write a project report in order to satisfy the requirements for this course. Two faculty members and your Path 451 supervisor will read and review the diary and the project report. The final mark will be based on three elements: the quality of the written diary (30%), the quality of the project report (40%) and an evaluation of the student by the project supervisor (30%).

PATH 467 (3) Basic Microbiology for Infection Control

The identification, clinical significance, and transmission of pathogenic organisms are presented. This course is available by correspondence or webCT. It may be taken towards fulfillment of the Certificate in Infection Control.

Course Overview:

The course is delivered online and will require that students have a computer with at least a 56K modem to connect to the Internet, a CD-ROM drive, and an Email address. Course topics include microbial classification and structure, principles of disinfection and sterilization, laboratory identification of gram negative cocci, classification and identification of gram negative bacilli, infection control aspects of parasitic infestations and fungal infestations.

Course Objectives:

Those who complete the course will gain knowledge in the following areas:

Common microbial pathogens and the infections they cause,
Basic principles of sterilization and disinfection,
Common microbial pathogens causing hospital acquired infections.

Course Outline:

1. Introductory Microbiology & Infection Control
2. Antibiotics and Disinfection
3. Gram-Positive Cocci, Skin and Wound Infections, Community-Acquired Pneumonia and Endocarditis
4. Gram-Negative Cocci, STD, and Meningitis
5. Anaerobes, Gram-Positive Bacilli, and Mycobacteria
6. Gram-Negative Bacilli, Gastroenteritis, Urinary Tract Infections, and Zoonoses
7. Bacteremia, Nosocomial, and Fungal Infections
8. Parasites, HIV, and Infections in the Compromised Host
9. Virology

Evaluation:

Students will be assessed on their participation in the interactive learning process, as well as their performance on the midterm and final exams.

Participation = 30%

Midterm = 30%

Final = 40%

Textbooks:

Required: Mims et al, Medical Microbiology 3rd edition, ISBN 0-7234-3259-7

Students must also have access to:

Red Book 2003 Report of the Committee on Infectious Diseases 26th Edition by the American Academy of Pediatrics ISBN 1-58110-095-7 and

Certificate Program Under Development
Centre for Intercultural Communication,
UBC Continuing Studies

To:	UBC Senate Committee - Curriculum
From:	Mackie Chase
Proposed Name of Certificate	Certificate in Immigration Practice: Laws, Policies and Procedures (CILPP) September 2007- February 2008
Date of Submission	September 7, 2007
Sponsoring UBC Faculty or Department	Continuing Studies, Centre for Intercultural Communication
Contact Person	Mackie Chase Director Centre for Intercultural Communication Telephone: 604-822-1435 Email: mackie.chase@ubc.ca
Supporting UBC Partners or External Partners	CAPIC: Canadian Association of Professional Immigration Consultants



Program Description

The University of British Columbia offers the Certificate in Immigration Practice to prepare people interested in the field, to learn in depth about the practice of immigration. The goal of the program is to prepare graduates to provide excellent service and accurate information to clients, organizations and interested groups. The program is offered over 6 months in a mixed mode delivery model, with face to face seminars and workshops, combined with online readings discussions and assignments. Graduates of the UBC and previous Seneca partnership program , the Immigration Practitioner Program, have achieved high success rates in Canada in passing the Canadian Society of Immigration Consultants (CSIC) regulatory exam.

- Immigration Certificate Program Goals

To provide graduates with the skills and knowledge required for informed and ethical immigration consulting practice to serve clients, fellow colleagues, and the wider Canadian society

To provide graduates with a respected standard of education in immigration practice that meets the educational requirements of professional organizations and CSIC.

To provide graduates with the practical, theoretical, and ethical understanding of starting and operating a business in immigration consulting, the requirements for professional practice.

To enable graduates to build a network of fellow immigration consultants, present and future, to draw upon in their professional practice.

Topics introduced in each module of the certificate

1. Introduction to Immigration Law, Policy and History
2. Processing Applicants for Permanent Residency, Inside Canada
3. Processing Applicants for Permanent Residency, Outside Canada
4. Processing Refugees and Asylum Seekers
5. Temporary Resident Status and Citizenship Processes
6. Practical Skills for Immigration Practitioners

See Appendix A for course descriptions.

Rationale for the Certificate

The process of immigration is often complex and stressful and the need is growing for well-trained immigration practitioners to help protect the immigration delivery system. The Certificate in Immigration: Laws, Policies and Procedures at the University of British Columbia, is designed to develop the professional skills and knowledge of individuals seeking to work in the field of immigration practice with recognized educational and professional standards.



UBC Continuing Studies - Centre for Intercultural Communication

Program Length & Duration

Starting September 2007 UBC Continuing Studies will offer a new redesigned version of the program and offer this program twice yearly: September 2007-February 2008 and January 2008 to June 2008.

The Centre for Intercultural Communication began offering an immigration education program in partnership with Seneca College, offering the Seneca program on the west coast. This program operated since September 2000 in partnership with Seneca College in Ontario. The new version has been developed in response to requests from past, present and potential students and from the community of immigration consultants who wanted a new, more intensive program.

Target Learners

The program is designed for adult learners, university graduates or very experienced practitioners, who are fitting the program into their regular working lives. The program is designed for part-time study and many students are able to work full-time and manage to complete their course work. On average each week, they are required to read materials and complete assignments taking approximately 4-5 hours time over an above the time spent in class.

Student Admission Criteria

- Admission Requirements

ONE of the following:

- a copy of a Canadian or foreign university degree (transcript showing graduation requirements have been met).
- a copy of a two or three year Canadian Community college diploma (or transcript showing graduation requirements have been met)

note: copies of foreign degrees should be sent to ICES. If you are invited to register in the program you are required to have your foreign degree evaluated and must submit the evaluation to us.

- a letter from the candidate's supervisor indicating that he/she has a minimum of two years related work experience
- if the candidate operates his/her own immigration consulting business and ARE incorporated, a copy of the candidate's Articles of Incorporation to confirm the start date of his/her business
- if the candidate operates his/her own immigration consulting business and are NOT incorporated, a copy of the candidate's banking papers to confirm the start date of the business

AND

1. documentation showing the candidate is a Canadian citizen or has permanent resident status in Canada
2. attendance at an information session
3. successful applicants must attend a mandatory orientation session prior to the first class



UBC Continuing Studies - Centre for Intercultural Communication

Student Assessment/Grading Methods

Each module has two components: the face-to-face seminars and experiential workshops and weekly readings, discussions and assignments via the Internet.

Students will access the online component via the world wide web (using a web browser such as Netscape or Internet Explorer).

In order to successfully complete a module participants need to:

1. participate fully in the seminars, workshops and online components
2. demonstrate a set of competencies by successfully completing the assignments within the designated time.
3. achieve a 70% minimum on assignments, quizzes and exams.
4. in Module 6, participants must successfully complete and present the module field study project as well as the module exam.

Program Delivery Format

To obtain the **UBC Certificate in Immigration: Laws, Policies and Procedures** participants will be required to complete all 6 courses. This 6 month program is delivered every Tuesday evening and some full-day Saturdays. Classes are located at UBC Robson Square from 6:30-9:30pm. Each course is 4-5 weeks in length and includes: quizzes, assignments and a final exam.

WebCT (Web Course Tools) Vista is the ‘virtual learning environment’ that we will use to deliver some of the content for the Certificate in Immigration: Laws, Policies and Procedures. Because it is web-based, learners can access it from any location, as long as their computers have an active Internet connection, a web browser that is java-enabled, and a login name and password.

- Schedule:
- Tuesday evenings plus 1 full-day Saturday for most modules



Marketing/Promotion Strategy

The UBC Centre for Intercultural Communication promotes the program through the course flyers, web sites and print advertisements. An Internet marketing campaign also ensures that the program is promoted through the major search engines. In addition, professional immigration associations have been interested in promoting the program as have previous graduates of the UBC Seneca offering.

Assessment of Impact on Departmental and University Resources

There will not be a significant impact on the university's library and facility resources. Most of the materials required for the certificate modules are drawn from Canadian government documents which are available online as public domain materials. Courses take place primarily at the Robson Square facility and most course materials are provided to students.

University benefits are as follows:

To serve the needs of local, provincial and national communities by providing training in BC for participants, many of whom are well educated and highly skilled immigrants. This program helps them begin a meaningful new profession in Canada.

To educate certificate program participants to become future immigration professionals with the skills and knowledge required for informed and ethical immigration consulting practice to serve clients, fellow colleagues, and the wider Canadian society

- To meet the **Trek 2010 goals, in particular the goal of fostering a sense of social awareness and global responsibility** by ensuring that all students develop a greater awareness of their responsibilities as global citizens and of the issues surrounding social, environmental, and economic sustainability.

Assessment of Financial Viability

The program is self-funding and operates at a cost recovery level: student course fees cover the implementation and administration costs.



Current Program Advisory Committee Members

The following committee members have been confirmed:

- Elizabeth Chow Bryson, LL.B, Past Chair of the Canadian Bar Association, Honorary Director CSIC Education and Standards Committee
- Gabriel Chand, LL.B
- Mackie Chase, Director, Centre for Intercultural Communication
- Catherine Dauvergne, Canada Research Chair in Migration Law, UBC Professor, Associate Dean of Graduate Studies and Research
- Hein Marcus, LL.B Pat Marshall, Program Manager, Centre for Intercultural Communication
- Ron McKay, Certified Immigration Consultant, Past National President Canadian Association of Professional Immigration Consultants (CAPIC)
- Shahira Patni-Tejpar, Certified Immigration Consultant
- Nigel Thomson, Certified Immigration Consultant

Final Approval Expected from the Following Deans/Department Heads:

Jane Hutton, Associate Vice-President, UBC Continuing Studies



Appendix A Course Descriptions

- **Introduction to Immigration Law, Policy and History**

This is the first module in the Certificate in Immigration Practice program. It introduces immigration history in Canada. The module provides an overview of the field, the Immigration Act and Regulations, the Department of Citizenship and Immigration, roles and responsibilities, decision making processes, and ethical obligations. An overview of the CSIC rules of Professional conduct and fiduciary obligations are presented.

Processing Applicants for Permanent Residency, Inside Canada

This module introduces the process of family class applications from sponsorship to appeals of refused applications. Students explore definitions of family class, sponsorship, permanent residence applications, in-Canada applications, humanitarian and compassionate situations. Appeals are also studied, appeals to the Immigration and refugee Board (Appeal Division): appeals for sponsors, appeals by permanent residents order deported. Applications for inland processing and appeals are taught as well as immigration enforcement processes such as port of entry inspections, arrests, detention, detention reviews, inquiries and removals. Ethical obligations related to the family class topics and issues are emphasized.

Processing Applicants for Permanent Residency, Outside Canada

This module covers immigration selection, assessment and classification of candidates in the independent category. The module includes: assessing experience, language assessment, application, the Provincial Nominee Programs, the Quebec Skilled Workers program, arranged employment, timely decision, and procedural fairness. Students explore the legislative, regulatory and policy developed for skilled workers, business immigrants, self-employed, entrepreneurs and investors. Students examine ethical aspects of decision making and the role of visa officers in exercising discretion as well as medical or criminal inadmissibility.

Processing Refugees and Asylum Seekers

This module deals with the process of claiming refugee status. Students will be introduced to the practical aspects and processes for making a refugee claim, the legal requirements and principles in Canada for a client to be identified as a “Convention Refugee or a Person in Need of Protection”. The module covers how the Refugee Protection Division and the Federal Courts of Canada interpret the categories of “Convention Refugee” and “Persons in Need of Protection”. The module also explores Pre-Removal Risk Assessment entitlement for foreign nationals who are facing removal. Ethical considerations related to these topics are studied.



Temporary Resident Status and Citizenship Processes

In this module students study the process of working with clients to get temporary entry. Programs and applications studied include: temporary resident visas, temporary resident permits, study and work permits, as well as live-in caregiver permits. Students explore how these work permits are validated and alternative processes including regulatory exemptions, NAFTA, GATS, corporate employees and intra-company transfers. Citizenship practice issues are also included. Ethical issues and professional conduct related to these topics are emphasized.

Practical Skills for Immigration Practitioners

Day to day management of immigration practice is the focus of Module Six. Students work on a practical field study project. They will explore the process and implications of starting your own business, the tools and resources available. Topics include: developing a business plan, setting up an office, insurance, accounting, legal advice, computer and information management systems etc. Students also work on developing effective communication and observation skills, and interviewing techniques. Building on the knowledge and experience of the previous modules, students develop insights and practical skills for interacting with clients, managing employees, agents and associates, and developing the skills necessary to represent clients at Immigration tribunals and CIC interviews. The ethics of immigration practice are emphasized, following the CSIC Rules of Professional Conduct.

