



**JOHNSON
SHOYAMA**



►► 2016-17 **GRADUATE STUDENT HANDBOOK**

JOHNSON SHOYAMA GRADUATE SCHOOL OF PUBLIC POLICY | **UNIVERSITY OF SASKATCHEWAN CAMPUS**

MESSAGE FROM **THE GRADUATE CHAIR, U OF S CAMPUS**

Welcome to an exciting community of learning and discovery! The Johnson Shoyama Graduate School of Public Policy (JSGS) is one of Canada's top graduate schools in public policy and administration, and it is our students and faculty who make this school exceptional. Located on two university campuses – the University of Saskatchewan and the University of Regina – the JSGS is a centre for graduate and executive education, governance training, world-class research, and outreach in policy and administration. We have a special connection to Saskatchewan and the world is our field of study.

With academic backgrounds in disciplines including political science, economics, sociology, geography, law, history, and education, the school's faculty members mentor graduate students in an interdisciplinary environment, educate the public on policy matters, and improve the knowledge base from which policymakers draw.

As you may know, the school offers five graduate-level programs: the Master of Public Administration (MPA), the Master of Public Policy (MPP), the Master of International Trade (MIT), the Master of Health Administration (MHA), the Doctor of Philosophy in Public Policy (PhD), as well as various master's-level certificates. All programs offer high-quality instruction, frequent opportunities for interaction with faculty and other students, and regular contact with senior civil servants and internationally renowned policy scholars. Your time as a student will also be enhanced through interaction with fellow students, some of whom are professionals returning to school to enhance their skills and increase their knowledge.

This package contains important information for you. I look forward to meeting you all in person and to welcoming you to the University of Saskatchewan campus.

Brett Fairbairn

Graduate Chair and Distinguished Professor
Johnson Shoyama Graduate School of Public Policy
University of Saskatchewan campus



ABOUT THE JOHNSON SHOYAMA GRADUATE SCHOOL

People who are passionate about public policy know that the Province of Saskatchewan has pioneered some of Canada's major policy innovations. Few provinces have supplied the country with more outstanding public servants.

The two distinguished public servants after whom the school is named, Albert W. Johnson and Thomas K. Shoyama, used their practical and theoretical knowledge to challenge existing policies and practices, as well as to explore new policies and organizational forms. Earning the label, "the Greatest Generation," they and their colleagues became part of a group of modernizers who saw government as a positive catalyst of change in postwar Canada. They created a legacy of achievement in public administration and professionalism in public service that remains a continuing inspiration for public servants in Saskatchewan and across the country.

The JSGS is proud to carry on the tradition by educating students interested in and devoted to advancing public value.

Our faculty, which include two Tier 1 Canada Research Chairs and one Cisco Research Chair, as well as many nationally and internationally recognized scholars, have served as sources of respected policy advice and commentary to provincial and federal governments, Royal Commissions, international organizations, industry, NGOs and the media. JSGS scholars have more than a hundred years of combined applied experience in public policy, administration and governance in industry, government departments, NGOs and on advisory committees.

Our students, faculty and policy practitioners work side-by-side, respecting differences in academic and professional traditions while valuing each other's contributions. This collaborative culture has allowed the creation of a school that belongs to two universities — a place where our renowned scholars and seasoned public officials create a dynamic learning environment.

We educate students on how to apply concepts and theories in practical settings and provide students with hands-on, practical experience. The combination of academics, research and practice ensures that our graduates are well prepared to: engage in basic and applied policy research; draft policy papers and decision documents; work with governments or advocacy groups to identify and promote specific policy measures; and participate in or lead teams of individuals and groups seeking to examine problems, identify issues, promote solutions, and evaluate and assess outcomes of policy measures.

In addition to our two academic centres, our Executive Education unit is an integral part of the organization, providing unique opportunities for students, public servants, and the public and non-profit sectors to interact. Whether through our executive training offerings, governance programming, consulting or outreach services, the school's Executive Education unit continues to explore and challenge topics of great importance to the greater public.

WELCOME TO THE **UNIVERSITY OF SASKATCHEWAN CAMPUS**

The U of S is an environment where curiosity leads to discovery. We develop technologies and policies that protect our health and improve quality of life. We understand and sustain the resources—minerals, energy, food and water—that are critical to our world. We examine history, we study the present and we influence the future. Our campus is a lively place with space for art, living, eating and sport, designed for the community of people who live, work, study and play at the U of S.

UNIQUE U OF S CENTRES

- Canadian Light Source—Canada's only facility for synchrotron light research
- Global Institute for Water Security— supporting sustainable use of the world's water resources and protection against natural hazards such as flood and drought
- Vaccine and Infectious Disease Organization and International Vaccine Centre—one of the largest vaccine research and teaching facilities in North America U of S
- Health Sciences—creating a new standard for interprofessional health education, research and practice
- Global Institute for Food Security—developing Saskatchewan-led solutions to feed a growing world population
- Sylvia Fedoruk Canadian Centre for Nuclear Innovation—supporting global leadership in nuclear research, development and training

USEFUL LINKS

- [Information for new students](#)
- [Directions to and maps of campus](#)
- [Campus parking](#)





GENERAL COURSE REQUIREMENTS FOR ALL JSGS PROGRAMS

Please review the program of studies for your degree. Each program has specific course requirements. There are two non-credit courses to be aware of:

- **GSR 960:** All new graduate students must complete GSR 960 Introduction to Ethics and Integrity offered and required by the College of Graduate Studies and Research (CGSR). This is an online course that is completed through Blackboard. You will need to register for this course through PAWS in your first term of study. Students who do not successfully complete this requirement by the end of their first term of study will not be permitted to register in the next term or subsequent terms until the course is completed.
- **JSGS 990 Seminar Series:** Students are required to register in JSGS 990 each term. This seminar series is meant to build a strong, positive, and well-networked community of scholars where the exchange of interdisciplinary knowledge and encouragement of public policy dialogue are fostered. All students in the MPP and PhD programs are required to attend at least 25 seminars and present their research in one session prior to completing their program. MPP and PhD students are also required to submit a JSGS 990 student report. Up to five of these 25 seminars can be non-JSGS events. For more information about the 990 Seminar Series including the reporting template that students are encouraged to use, [visit our website](#).

- Research students (those in the MPP or PhD programs) are also highly recommended to complete GSR 961 Ethics and Integrity in Human Research.

All masters students enrolled at the JSGS U of S campus, must complete their studies within five years of commencement. All PhD students must complete their studies within seven years of commencement.

PROGRAMS, COURSE SCHEDULES AND SYLLABI

Current information on all of programs can be found on the JSGS website. The site includes course curriculums, the course schedule and details on experiential learning opportunities that arise throughout the academic year.

COURSE REGISTRATION

Registration for graduate students at the U of S opens at set times. Please log into the Registration channel in PAWS and select Check Your Registration Status. If you were admitted as fully-qualified and accepted your admittance by the College of Graduate Studies and Research (CGSR) online, you should be able to register as soon as the system opens. If you were admitted dependent on some condition (finishing your undergraduate degree, for instance), you will not be able to register until you have submitted the remaining documentation.

In order to register you need to have your PAWS user name or NSID from the CGSR. It consists of three letters based on your name and three digits. The NSID should have been sent to you by email when you applied.

From the main www.usask.ca webpage you can access the current U of S schedule of classes under Students/Class Search. The five digit number at the beginning of each class is called the CRN.

To register:

1. Log into PAWS (accessible from www.usask.ca in the upper right) with your NSID.
2. Go to the Academics Tab.
3. Click on Registration.
4. Click on Add/Drop Classes.
5. Make sure you have the appropriate term in the drop down box and click Submit.
6. Type in the CRNs in the rectangles or use Class Search from the registration form and click Submit.

One note of caution - please ensure that you are careful when selecting your TERMS. Make sure you are registering for the correct year and term (e.g. 2016-2017 Term 1 or Term 2). If you are in the wrong term, the system will simply inform you that the CRN does not exist, not that it is for a different term!

If you have any questions concerning the on-line registration process, please refer to the U of S [Registration Website](#).

Occasionally there are glitches in the computer system that do not show up until you try to register. For this reason, it is best not to leave registration until the last moment. If you have problems with registration, please contact the graduate secretary (jsgs@usask.ca) and include the error message you receive.

COURSE SCHEDULES

Course schedules for current and upcoming terms at both campuses are available on the [school's website](#).



SUMMER READING LIST

Students are required to read the following materials before the first class of their program. This list of readings is offered to provide all entering students with a common base of general and subject specific knowledge relevant to their studies in public policy and administration. We expect that in some cases, depending on your background, you may have already covered the material in some of the readings.

Generally:

1. All of these readings should be accessible to any generally educated person – students should be able to read and understand the material without any prior background to the reading or formal teaching in the subject.
2. The list does not include any readings we will use in the program.
3. All works can be purchased from Amazon in current or older editions.
4. The readings cover (but do not duplicate) material related to economics, political science, public administration and public policy.

The readings for 2016-17 are:

Eggers, W. and J. O’Leary. 2009. *If We Can Put a Man on the Moon: Getting Big Things Done in Government*. Boston MA: Harvard Business Review Press, pp. 256.

Harford, T. 2007. *The Undercover Economist*. Anchor Canada, pp. 288.

Heilbroner, R. 1953 (any edition). *The Worldly Philosophers: The Lives, Times and Ideas of the Great Economic Thinkers*. Simon & Shuster/Touchstone, pp. 368.

Kettl, D. 2002. *The Transformation of Governance: Public Administration for Twenty-First Century America*. Hopkins Fulfillment, pp. 224.

Malcolmson, P and R. Myers. 2009. *The Canadian Regime*. U of T Press, pp. 275.

Miljan, L. 2012 (or any edition including with Brooks). *Public Policy in Canada: An Introduction*. Toronto: Oxford University Press, pp. 368.

Weale, A. 2007 (any edition). *Democracy*. Palgrave Macmillan, pp. 320.

EXPERIENTIAL LEARNING

Students in all programs are encouraged to engage in experiential learning opportunities such as the internship program, case and poster competitions, the Policy Shop and student-oriented workshops. Key opportunities are noted below:

- *JS GS Executive Internship Program:* The school offers MPA and MPP students the opportunity to enhance their post-graduate experience with an internship in the federal or provincial public service, municipal and local government, and non-governmental organizations. The depth and quality of our internship options distinguish us from any other in the country, as we are the only ones that pair students with senior executive level mentors.
- *JS GS Policy Case Competitions:* Case competitions are valuable opportunities for students to test their knowledge and expertise, to think critically on their feet, and to develop self-confidence presenting in a team setting. The school's internal case competition provides students with the opportunity to work in cross-campus teams, to analyze a case study under tight time constraints, and to present their recommendations to a panel of judges. Top presenters are selected by a panel of judges, coaches and faculty, to represent the school at the National Policy Administration Case Competition, endorsed by the Canadian Association of Programs in Public Administration (CAPPA) and the Institute of Public Administration of Canada (IPAC).
- *JS GS Policy Research Poster Competition:* The Student Poster Competition provides students with the opportunity to present research resulting from their JS GS program work. The top posters are selected by faculty and are judged at the annual Tansley Lecture. One student from the first-place team is then sponsored by IPAC and the school to attend and present at IPAC's national conference (student poster competition).
- *National Student Essay Competition:* Sponsored by IPAC, CAPPA, the Canadian School of Public Services and various universities across Canada, the National Student Essay Competition encourages master's-level students to submit a paper on the future of the public service.
- *Policy Shop:* The Policy Shop is a cross-campus, student-led consulting group that provides pro-bono research, analytic and strategic services to non-profit and charitable organizations seeking additional policy capacity within their organizations. Students will have the chance to contribute to a policy shop project either in a course setting or on a voluntary basis.
- *Community Engagement:* JS GS holds a series of public lectures, symposiums and keynote addresses throughout the year which will contribute to your experiential learning by putting you in touch with today's thinkers and practitioners. All events are listed on the [Events Calendar](#). You can also sign up to receive the latest information on [news and events here](#).

In addition to the above, there are a number of other national and international experiential learning opportunities available for students that are coordinated by external organizations.



EXPERIENTIAL LEARNING **EVENTS CALENDAR**

SEPTEMBER	OCTOBER
<ul style="list-style-type: none"> Get Connected! Student orientation 	<ul style="list-style-type: none"> JSGS Policy Case Competition training workshop

JANUARY	FEBRUARY
<ul style="list-style-type: none"> National Student Paper Competition (papers submitted) Internship application process begins 	<ul style="list-style-type: none"> National Public Administration Case Competition JSGS-SA Wine & Cheese Internship application due The art of interviewing workshop

NOVEMBER	DECEMBER
<ul style="list-style-type: none"> JSGS Policy Case Competition Interviewing skills workshop 	

MARCH	APRIL
<ul style="list-style-type: none"> Internship interviews and selection Creating an effective poster presentation workshop 	<ul style="list-style-type: none"> Tansley Lecture JSGS Policy Research Poster Competition

Additional student workshops, lectures and seminars will be scheduled throughout the year and posted on the school's website (events calendar).

STUDENT ORGANIZED ACTIVITY

JOHNSON SHOYAMA GRADUATE SCHOOL STUDENT ASSOCIATION (JSGS-SA)

With representation on both campuses, the JSGS-SA serves as your voice at faculty meetings and within the larger graduate student associations on both campuses. They also work together to organize social events for students, fundraisers within the community, and the annual Wine and Cheese event where students can interact with public servants (and alumni).



ACADEMIC INFORMATION AND POLICIES

The complete U of S College of Graduate Studies and Research (CGSR) [Policy and Procedure Manual](#) can be accessed.

Students should refer to this document for information about policies, procedures and regulations in the CGSR, either formally adopted or developed as a matter of practice and precedent. Forms required by the CGSR are [available online here](#).

Your program of studies worksheet sets out the key forms you will need as you pursue your studies.

ACADEMIC HONESTY AND INTEGRITY

The following information is taken from *The Guidelines for Academic Conduct* manual. The complete document is [available here](#).

Honesty and integrity are expected of every student in class participation, examinations, assignments and other academic work. Every student must perform his or her own work unless specifically instructed otherwise. The same standard of student honesty must apply to interactions

with personnel such as teaching assistants, instructors, and administrative staff, as applies to interactions with faculty members.

Student misconduct includes cheating; plagiarism; forgery; fabrication; theft of instructional material or tests; unauthorized access to or manipulation of computer programs; alteration of grade books, files or computer grades; misuse of research data in reporting results; use of personal relationships to gain grades or favors or other attempts to obtain grades or credit through fraudulent means; threats to university personnel; and other conduct inconsistent with academic integrity.

Cheating includes giving or receiving unauthorized aid in academic work such as the improper use of books, notes, or other students' tests, or papers; the buying or supplying of term papers, essays or analyses; taking a dishonest competitive advantage (for instance, preventing others from fair and equal access to library resources); or using work done for one course in fulfillment of the requirements of another, without approval of the teachers involved.

Plagiarism is the theft of the intellectual creation of another person without proper attribution. It is the use of someone else's words or ideas or data without proper documentation or acknowledgement. Quotations must be clearly marked, and sources of information, ideas, or opinions of others must be clearly cited in all written work. This applies to paraphrased ideas as well as to direct quotations. A student must acknowledge and fairly recognize any contributions made to their personal research and scholarly work by others, including other students. Additional information about plagiarism is [available on the web here](#).

The normal penalty for plagiarism is to be assigned a 0% grade for any plagiarized work. Every year we have a handful of students who by design or inadvertently plagiarize. If you are stressed and unable to complete an assignment as expected, please DO NOT resort to plagiarism. It is better to take a late penalty than to lose all of the marks for an assignment.

ACADEMIC PERFORMANCE

For all students who were admitted to the JSGS beginning January 2011 or later, the passing grade for any course taken in any JSGS program is 70 per cent. Students who began the MPA or MPP program prior to that date can elect to complete their program under the standards that were in place at the time they entered the program, as per University of Saskatchewan policy.

GRADE DESCRIPTORS FOR JSGS COURSES

The JSGS faculty has adopted the following descriptors to provide students with a guide about how assignments and papers are marked. It is expected that the class average in JSGS courses will generally be in the range of 78-80.

85+ excellent

An excellent superior performance with consistent strong evidence of:

- a comprehensive, incisive grasp of the subject matter;
- an ability to make insightful critical evaluation of the material given;
- an exceptional capacity for original, creative and/or logical thinking;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently; and
- an excellent ability to apply theories to real-world problems and intersect with related disciplines.

80-85 very good

A superior performance with strong evidence of:

- a comprehensive grasp of the subject matter;
- an ability to make sound critical evaluation of the material given;
- a very good capacity for original, creative and/or logical thinking;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently; and
- a strong ability to apply theories to real-world problems and intersect with related disciplines.

75-80 good

A good performance with evidence of:

- a substantial knowledge of the subject matter;
- a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques;
- some capacity for original, creative and/or logical thinking;
- a good ability to organize, to analyze, and to examine the subject material in a critical and constructive manner; and
- some ability to apply theories to real-world problems and intersect with related disciplines.

70-75 satisfactory

A generally satisfactory and intellectually adequate performance with evidence of:

- an acceptable basic grasp of the subject material;
- a fair understanding of the relevant issues;
- a general familiarity with the relevant literature and techniques;
- an ability to develop solutions to moderately difficult problems related to the subject material; and
- a moderate ability to examine the material in a critical and analytical manner.

REASSESSMENT OF GRADES

Students have the right to request a reassessment of any grade received. While the course is in progress, students should first talk to the instructor about the grade. If there is no change in the grade, they can appeal to the school's executive director. Once the course is completed, a disagreement over the final grade should again first be discussed with the instructor. If informal discussion fails to resolve the issue, it is possible to formally appeal for reassessment.

INTELLECTUAL PROPERTY POLICY

The U of S *Intellectual Properties Policy* is outlined in Appendix C of the *Policy and Procedure Manual*.

Any intellectual contributor to an original work is considered to be an owner or co-owner of intellectual property recognized by the university. Provided the participants were not employed specifically to write, or do the work, the university regards the appearance of an individual's name on a publication as an indication that the person has made an original intellectual contribution to the work and is, therefore, an author with all the attendant rights, responsibilities and privileges.

The university encourages and promotes the exchange, sharing and communication of information and ideas. It also encourages the transfer of intellectual property developed by university faculty, staff and students. Graduate students, in collaboration with their supervisors and mentors, often create intellectual property in the course of their studies and research. Graduate students also may create intellectual property through independent research in the course of their studies and research.

In some circumstances you may be working on a funded research grant or contract that will require a formal declaration of the scope and limit of your rights to your work. Your supervisor will explain if that is required.

ADVISING

MPA students should first contact the graduate secretary (jsgs@usask.ca or phone 306-966-1675) about academic advising. For MPP and PhD students, students should talk with their assigned supervisor. Those students without an

assigned supervisor should contact Professor Brett Fairbairn, Graduate Chair at the school's U of S campus.

COURSE LOAD

The U of S CGSR considers students in the MPA program to have a full-time load when they take at least six credit units in each term (fall and winter). The recommended maximum is four classes (12 credit units) per term for the fall and winter. Students wanting to take more than four classes per term must request special permission by e-mailing jsgs@usask.ca.

A maximum of two classes (six credit units) is recommended for the spring/summer term. MPP and PhD students are considered full time when registered in JSGS 994 (MPP research) or JSGS 996 (PhD research).

REGISTRATION CHANGES AND DROPPING CLASSES

Registration changes can be made without penalty as long as done within appropriate deadlines. Additional information and appropriate forms [can be found here](#).

Students may drop a class within the first two weeks of a term without presentation on a transcript. Spring/summer sessions may be dropped but in less time than fall or winter sessions.

SCHOLARSHIPS AND FUNDING

JSGS scholarships are available and awarded in the letters of offer. Larger financial allocations are provided on the understanding that you will work closely with your supervisor on a subject of shared interest. If your research topic intersects with your supervisor's work, your funding can be applied to your major research projects. If, however, you are working on a topic unrelated to your supervisor's area of interest, you will owe your supervisor research assistant work equal to the value of the school's financial support. Students must be full-time students and maintain an average of 80 per cent in their courses to be eligible

for continuing support. Payments will be disrupted if the student becomes ineligible to continue to receive funding or if the student takes a leave from academic study.

- MPA scholarships are one-time awards of varying amounts; larger awards are paid to students in equal installments on a monthly basis from September to May. Smaller awards will be paid at the beginning of the program.
- MPP funding is provided over 16 months. The funding will be paid to students in equal installments on a monthly basis from September of the first year of study through to December of the second year of study.
- PhD funding is normally for three academic years. The funding will be paid to students in equal installments on a monthly basis from September to August of each of the three years of study.

You are strongly encouraged and we will assist you in applying for competitive external funding that could raise your net pay during the program.

You can find out more information on scholarships and funding available outside of the school, [here](#).

Please let the JSGS know of any external funding you may receive.

TAKING COURSES AT THE U OF R CAMPUS

JSGS students, regardless of which campus they are registered at, may take courses at both campuses, subject to their availability.

Some JSGS courses are available online or by videoconference (and are clearly marked as such), but a majority of the courses require in-person attendance. Students taking a course that is not at their home campus will need to make arrangements to travel to the city in which the course is being offered.

Courses can fill up quickly, so students are encouraged to submit their request to jsgs@usask.ca as early as possible.

TRANSFER CREDIT

The Johnson Shoyama Graduate School does not allow any transfer of credit for courses or work taken before admission to the program. With permission students may apply to include in their program of studies pre-approved electives in cognate units at the University of Saskatchewan or beyond.

TUITION AND FEES

Tuition and fee information [can be found here](#). Tuition and fees are subject to change.

CONVOCATION

Convocation is held twice each year, in June and October. Students should consult the University Calendar for additional information, exact dates, and application deadlines. Students that are nearing completion of their program must apply for graduation even if they are not attending the convocation ceremony

You can find out more information on the steps required for convocation, [here](#).

STUDENT SERVICES

Information on student services offered at the University of Saskatchewan [can be found here](#).

Students are encouraged to visit the website for more information.

ADMINISTRATIVE INFORMATION

COMPUTER NETWORK ACCESS

- U of S home page: www.usask.ca
- PAWS (Personalized Access to Web Services):
www.paws.usask.ca

Students are issued an NSID, a unique alpha/numeric identifier that becomes a username to access University computer and network services including PAWS, email, password-protected web pages, etc. If you do not currently have an NSID or access to PAWS, contact the Information Technology Services Help Desk (ITS) at 306-966-4817 for assistance.

COMPUTERS AND EQUIPMENT

There is wireless network access throughout the Diefenbaker Building. In addition, several laptops and a data projector are available on loan for use on campus. Sign-out forms for this equipment are available from the JSGS main office. Computers are also available in a number of areas on campus, including Murray Memorial Library, Edwards School of Business, and the Arts Building.

COURSE SCHEDULES

Course schedules for current and upcoming terms at both campuses are available on the school's website at www.schoolofpublicpolicy.sk.ca/Academic_Programs/course-schedule.php.

E-MAIL

Each student is given a U of S e-mail address in the following format nsid@mail.usask.ca. This is the formal way that faculty and administrators will use to communicate important academic matters—please use it or forward it to whatever account you prefer to use. To create an alias (firstname.lastname@usask.ca), go to <http://www.usask.ca/ict/>.

Students should check their usask e-mail account regularly, as the school and university send all official and important information to this address. You can also forward this e-mail to a personal account of your choice.

HOUSING

Information about the university's residences, including the ability to apply online, is [available here](#).

Information about off-campus accommodation is available on the [U of S Students' Union \(USSU\) Housing Registry](#) site or through numerous property management agencies in Saskatoon.

A complete listing of agencies may be accessed through [mysask411](#). Use the SaskTel Phonebook Search at the top: in the Category box, enter "Property Management" and Location "Saskatoon".

JSGS MAIN OFFICE

The main office for the school's U of S campus is located in the Diefenbaker Building, room 141. Office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., closed for lunch from 12:00 to 1:00 p.m.

Students are welcome to drop by any time with questions or concerns. Occasionally, the office may be closed for a short time during regular hours to accommodate staff meetings or events. In that case, a sign will be posted on the door stating the return time and where to go for assistance.

KEYS AND ACCESS TO THE SCHOOL

The entrance to the JSGS is through the Diefenbaker Building. The doors to the building are unlocked Monday to Friday from 8:30 a.m. to 4:30 p.m. Graduate students will be issued personal keys to the main building entrance. Care must be taken to keep the keys secure at all times. If you misplace your keys, please contact the JSGS Office immediately. When a student finishes their program, the keys must be returned to the JSGS main office.

LIBRARIES

Information on library services and operations is available at the Murray Memorial Library and on the [Library's web page](#). The Reference Librarian is located on the first floor of the Murray Building in the University Learning Centre. The group study rooms in the [Murray Library](#) can be booked online.

Photo student identification cards are required to take materials out on loan. Access to the Library's many electronic collections of full text resources and database services is available to students from within the Library, from all the computer labs on campus, or from home.

Off-campus access to electronic resources is available to students once they have had the barcode on their student card scanned by the Library's circulation desk. The Library provides access to the collections of other libraries through its interlibrary loan service. Staff can assist in the location of full text journal articles, Internet resources, and library collections. Students can also access the Saskatchewan Legislative Library through the U of S.

For information on how U of S students can borrow resources from other Canadian university libraries, please visit the [library website](#). This is especially important for those taking courses at the U of R as you will not have access to any U of R student services.

MAIL

The school's address must not be used for receiving your personal mail or delivery of items by courier. The JSGS is not responsible for lost mail or couriered items. Any academic items that are delivered for a student by courier that require a signature upon receipt will be signed for by JSGS staff with the understanding that we will not be held responsible for lost mail. Outgoing mail (anywhere on campus or mail going through Canada Post*) can be placed in the mail bag in the cabinet (bottom shelf) by the photocopier.

*Mail going off campus through Canada Post must have the appropriate postage. Postage is available for purchase at the Post Office in the Tuck Shop (College of Arts Building).

PARKING

Access to student parking is made available through a lottery conducted each September. More information about the lottery is [provided online](#).

A bike stand, located to the left of the main entrance to the Diefenbaker Building, is available for parking your bicycle. Ensure that you take appropriate steps to secure your bike. Bikes are not to be brought into the building.

PHOTOCOPY AND PRINTING

Students are permitted to use the multi-functional photocopier in the school's entrance area in the Diefenbaker Building. This machine has copying, printing, and scanning capabilities. Contact the JSGS main office for the log-in code. All copies made and pages printed must be recorded on the log sheet in the cabinet next to the photocopier. At the end of each term, you will be billed at the rate of 8 cents per copy.

REFWORKS

RefWorks is a web-based bibliography and database manager that allows users to create personal databases and bibliographies by importing citation content from text files or online databases. It allows users to manage references in writing their papers and automatically format the paper and the bibliography.

SCHOOL LIBRARY

A small selection of policy-related books and all books on the PhD reading list are available through the school. The books are available for sign-out in the JSGS main office and are intended for student use. Books must remain in the building and cannot be taken home.

STUDENT IDENTIFICATION

There are three major types of identification for students:

- Network Services Identification (NSID), a unique alpha/numeric combination, provides access to the required services at the University.
- Student Card - photo identification that provides access to the Library and other services on campus and may be required for examinations. Students must request photo identification from the Campus ID Card Office, located in the Main Bookstore, Marquis Hall. Identification is required when requesting a student card: one of photo drivers' license, passport or citizenship card.
- Student Number - an eight-digit number assigned to all University of Saskatchewan applicants. Once an applicant is issued a student number this number will never change. The student number is located on the student card.

WRITING ASSISTANCE

Written communication skills are vital to the public administrative manager, policy analyst, and in any other professional position. Regardless of the purpose of the written product, it must be effective, concise, clear, and grammatically correct. [Online writing guides can be found here.](#)

The JSGS also offers a writing series for professional writing and basic writing skills. These sessions cover a range of topics including sourcing and plagiarism, writing a briefing note, mastering English sentence structure and improving your academic vocabulary. Students are highly encouraged to attend these sessions. More details on this series will be forwarded to you in the weeks to come.

The University Learning Centre also offers writing assistance to students through drop-in tutorials, online tutorials, writing workshops, and other methods – all free of charge! For more information, [visit their website.](#)

SAFETY

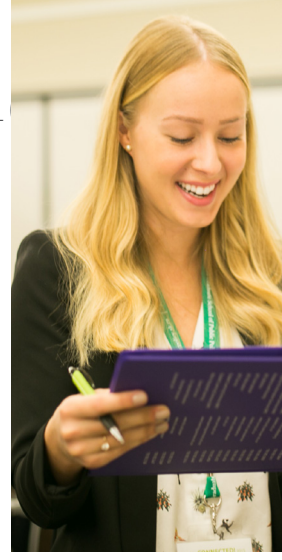
Access to the school is through the main doors of the Diefenbaker Building, which is located in a relatively remote area of the campus. Please take measures to ensure your personal safety, and ensure that office doors are locked when you leave your area.

Campus Safety is available 24 hours a day and can be reached at 306-966-5555.

- Safewalk is a volunteer-based program that provides service to male and female students, staff, and faculty at the University of Saskatchewan. People can receive an escort to and from their car or place of residence if close to the campus (as far east as Preston Avenue, as far west as Clarence Avenue, and south down to 14th Street). Safewalkers are equipped with two-way radios, safety vests, identifying jackets, and flashlights.
- Safewalk operates from 8:30 to 11:30 p.m., Sunday to Thursday. To request service, use the Safewalk button on any campus payphone or call 306-966-SAFE (7233). After Safewalk hours, Campus Security can be contacted for service by using the Safewalk button on a campus payphone or by calling 306-966-5555.

COUNSELLING SERVICES

Counselling services are available to students. Please contact 306-966-4920 for more information and to arrange an appointment.





JOHNSON SHOYAMA GRADUATE SCHOOL OF PUBLIC POLICY

University of Saskatchewan Campus

101 Diefenbaker Place, Saskatoon, SK Canada S7N 5B8

Phone: 306-966-8525 Fax: 306-966-1967

Email: jsgs@usask.ca

Executive Education unit

263-2 Research Drive, Innovation Place, Regina SK, Canada S4S 7H1

Phone: 306-585-4450 Fax: 306-585-5250

Email: js_outreach@uregina.ca

University of Regina Campus

110-2 Research Drive, Innovation Place, Regina SK, Canada, S4S 7H1

Phone: 306-585-5460 Fax: 306-585-5461

Email: jsgs@uregina.ca



UNIVERSITY OF
SASKATCHEWAN

University
of Regina