



**JOHNSON
SHOYAMA**



▶▶ 2018-19 **GRADUATE STUDENT HANDBOOK**

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



WWW.SCHOOLOFPUBLICPOLICY.SK.CA

MESSAGE FROM THE GRADUATE CHAIR, U OF R CAMPUS

On behalf of faculty and staff, it is my great pleasure to welcome you to the Johnson Shoyama Graduate School of Public Policy (JSGS), one of Canada's top graduate schools in public policy and administration. Located on two university campuses—the University of Regina and the University of Saskatchewan—the JSGS is a provincial centre for graduate and executive education, governance training, world-class research and outreach in policy and administration.

With academic backgrounds in disciplines including political science, economics, sociology, geography, law 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 seven graduate-level programs: the Master of Public Administration

(MPA), the Master of Public Policy (MPP), the Master of International Trade (MIT), the Joint Master of Governance and Entrepreneurship in Northern and Indigenous Areas (GENI), the Master of Northern Governance and Development (MNGD), 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 information you may find useful to your campus experience. I look forward to meeting you all in person and to welcoming you to the University of Regina campus.

Bruno Dupeyron

Graduate Chair and Associate Professor
Johnson Shoyama Graduate School of Public Policy
University of Regina 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 includes many nationally and internationally recognized scholars. They 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.

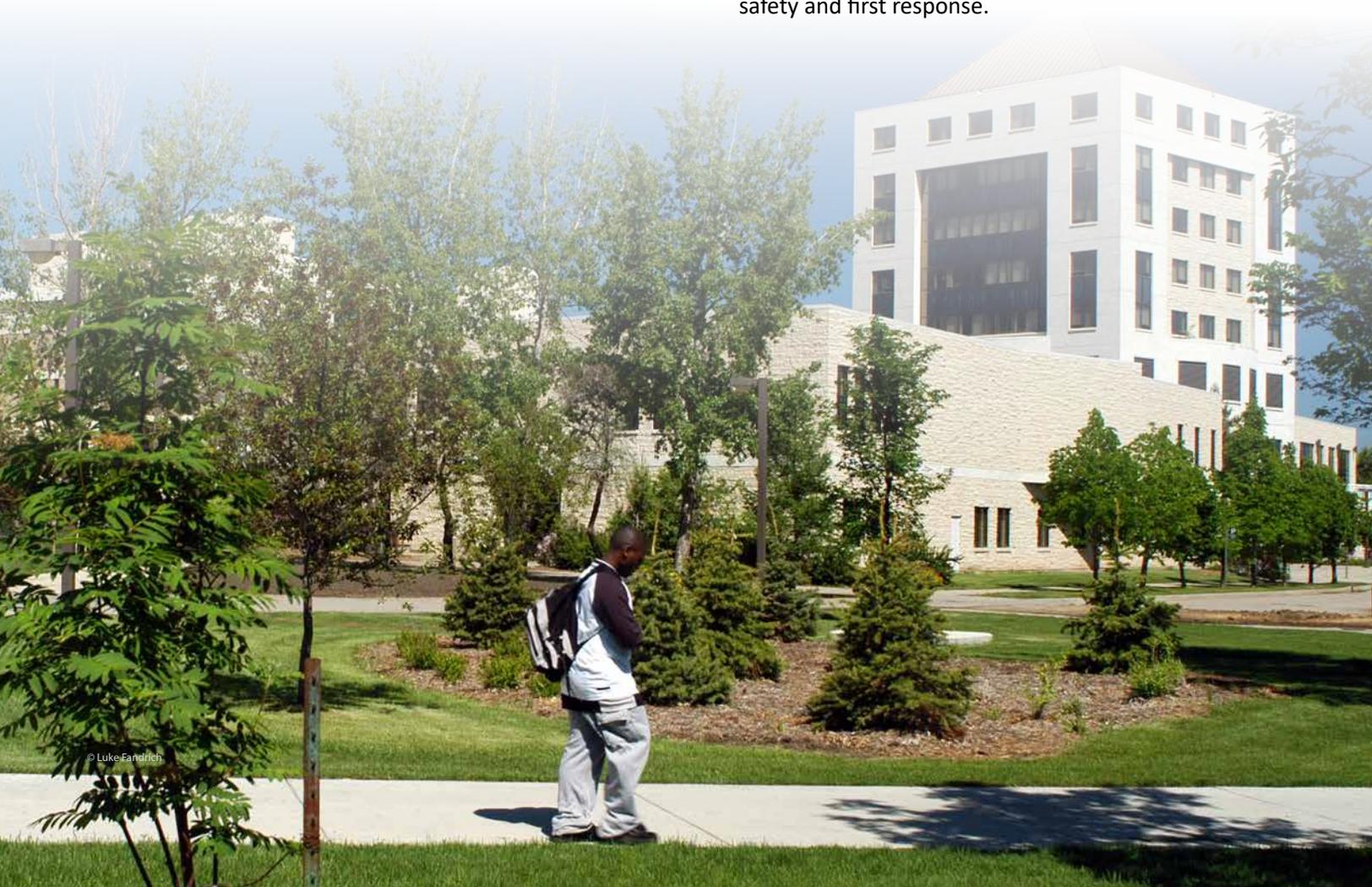
In addition to our two academic centres, our Executive Education unit is an integral part of the organization, providing unique opportunities for students, public servants, and the public and non-profit sectors to interact. Whether through our executive training offerings, governance programming, consulting 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 REGINA CAMPUS

The U of R aspires to be a national leader in developing educated contributors, career-ready learners and global citizens, and in generating meaningful, high-impact scholarship. As such, we provides high quality and accessible education, influential research, creative endeavours, and meaningful scholarly experiences in pursuit of local and global contributions to knowledge. We also serve and engage a diversity of students, life-long learners and communities, with particular emphasis on Indigenous learners and global citizens. Together, we offer a welcoming and rewarding academic and work environment for students, faculty, and staff; one which fosters innovative learning, community engagement, and critical and independent thought.

UNIQUE U OF R CENTRES

- [Indigenous Peoples' Health Research Centre](#) (IPHRC) - IPHRC is a partnership between the First Nations University of Canada, the U of R and the U of S. Its mandate is to develop capacity for community-based Indigenous health research in Saskatchewan and to create networks of Indigenous health researchers regionally, nationally, and internationally.
- [Centre on Aging and Health](#) (CAH) - The CAH encourages and facilitates the formation of gerontology research focused on Indigenous Health and Aging, Musculoskeletal Health and Mobility, Pain in Old Age, and Personhood and Resilience in Senior Care.
- [Collaborative Centre for Justice and Safety](#) (CCJS) - The CCJS creates a critical mass of leading-edge research and technology advancement opportunities, as well as specialized education in the fields of justice, safety and first response.





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:

- **GRST 800AA:** All new graduate students must complete GRST 800AA Academic Integrity Tutorial offered and required by the Faculty of Graduate Studies and Research (FGSR). This is a zero credit, online course that must be taken in your first term of study and can be completed within just a few hours. You will need to register for this course through UR Self-Service. 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 990AB Seminar Series:** 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 enrolled in the MPP and PhD programs are required to attend

at least 25 seminars and to submit a JSGS 990 student report. MPP and PhD students must also present their research in one session prior to completing their program. Up to 5 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, please visit [our website](#).

- Masters students enrolled in a thesis-based program at the JSGS U of R campus must complete their studies within **five** years of commencement but non-thesis may take up to **six** years.

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.

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.

Depending on your background, you may already be familiar with some of the material in some of the readings. We encourage you to re-read any materials you have previously encountered. All students are expected to be familiar with the content included in these readings.

For incoming MPA students, the readings listed below may be required reading for JSGS 883.

We also recommend that all incoming students familiarize themselves with current issues in Canadian politics and public policy by reading Canadian news sources. Reputable sources include: *CBC News*, *CTV News*, *Globe and Mail*, *National Post*, *Toronto Star*, *Saskatoon Star-Phoenix*, and *Regina Leader Post*

SUMMER READING LIST FOR MPA ENTRANTS (2018-2019)

- Forsey, Eugene. 2016. *How Canadians Govern Themselves*. 9th edition. Available online at <https://lop.parl.ca/About/Parliament/senatoreugeneforsey/home/index-e.html>
- Aucoin, P., J. Smith and G. Dinsdale. 2004. *Responsible government: Clarifying essentials, dispelling myths, and exploring change*. Ottawa: Canadian Centre for Management Development. Available online at <http://publications.gc.ca/collections/Collection/SC94-107-2004E.pdf>
- Heintzman, Ralph. "Renewal of the Federal Public Service: Toward a Charter of Public Service". Policy Paper prepared for Canada 2020. Available online at http://canada2020.ca/wp-content/uploads/2014/10/2014_Canada2020_Paper-Series_Public_Service_EN_Final.pdf
- Rhodes, R.A.W. 2005. "Is Westminster Dead in Westminster (and why should we care)?" ANZSOG-ANU Public Lecture series. Available online at <http://apo.org.au/system/files/770/apo-nid770-24041.pdf>
- Excerpts of the Report of the Truth and Reconciliation Commission of Canada:
 Truth and Reconciliation Commission of Canada. 2016. *What we have learned: Principles of Truth and Reconciliation*. Read "Introduction", "History", and "Legacy" (pg 5-111). Available online at www.nctr.ca/reports
 OR
 Fontaine, P., A. Craft and the Truth and Reconciliation Commission of Canada. 2016. *A Knock at the Door: The Essential History of Residential Schools from the Truth and Reconciliation Commission of Canada*. Read "Introduction", "History", and "Legacy" (pg 3-46; 129-141)

SUMMER READING LIST FOR MPP AND PHD ENTRANTS (2018-2019)

- All items on the MPA reading list, above.
- Stone, Deborah A. 2012. *Policy Paradox: The Art of Political Decision Making*. 2nd Revised edition. New York: W W Norton & Co Inc.
- Siu, Bobby. 2013. *Developing Public Policy: A Practical Guide*. Canadian Scholars' Press Inc.
- Newman, J. and White, L.A. 2006/2012. *Women, Politics, and Public Policy: The Political Struggles of Canadian Women*. Toronto: Oxford University Press.
- Howlett, Michael, M. Ramesh and Anthony Perl. 2009. *Studying Public Policy: Policy Cycles and Policy Subsystems*. 3rd ed. Toronto: Oxford University Press.

COURSE REGISTRATION

Registration for graduate students at the U of R opens at set times during the academic year. Please log into UR Self-Service to check your registration status. If you were admitted as a fully-qualified student and accepted your admittance by the Faculty of Graduate Studies and Research (FGSR) online, you should be able to register as soon as the system opens. If you were admitted dependent on a condition (e.g. finishing your undergraduate degree, providing official transcripts, etc.), you will not be able to register until you have submitted the remaining documentation.

In order to register you need to have your UR Self-Service user ID and pin. This is the nine digit student ID number that was in your official letter of offer and the pin should also have been provided. From the main www.uregina.ca webpage you can access the UR Self-Service portal.

To register:

1. Log into UR Self-Service (user ID and pin).
2. Click on “Student Services”.
3. Select “Registration”, and then “Search for Classes” or “Add/Drop/Search for Classes”.
4. Make sure you choose the proper term.
5. Search for courses by subject (e.g. Johnson Shoyama), and click “Course Search”.
6. Click on the Course Reference Number (CRN) to find more information (i.e., availability, restrictions, descriptions and prerequisites).

One note of caution, please ensure you select the correct term: Fall, Winter, or Spring/Summer. If you are in the wrong term, the system will inform you that the CRN does not exist, note that it is for a different term.

If you have any questions concerning the online registration process, please access the [U of R Registrar’s Office](#).

You can also contact the JSGS Academic Advisor (john.bird@uregina.ca) for assistance.

It is best not to leave registration until the last moment.



REGISTRATION CHANGES AND DROPPING CLASSES

Registration changes can be made on UR Self-Service without penalty, within appropriate deadlines. If you need to add or drop outside of the deadlines you will need permission from Faculty of Graduate Studies and Research (FGSR); these changes are subject to penalty.

CROSS CAMPUS REGISTRATION

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

Select JSGS courses are available online or by videoconference (and are clearly marked as such), but a majority of cross-campus courses require in-person attendance. Students will need to make personal arrangements to attend in the city in which the course is offered.

If you are interested in taking a course at the U of S campus, you must contact the Academic Advisor (john.bird@uregina.ca) for information and registration.

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:

- *JSGS 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.
- *JSGS 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).
- *JSGS Policy Research Poster Competition:* The Student Poster Competition provides students with the opportunity to present research resulting from their JSGS 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.

- **Community Engagement:** JSGS 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](#).

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).

JSGS ▶ **SA**

POLICY SHOP

The Policy Shop is a student-run policy analysis and research organization. It provides JSGS students with hands-on policy analysis experience to help them grow professionally and build their credentials. Through its student volunteers, the Policy Shop provides local organizations with professional-quality research services at no cost.

All JSGS students are welcome to participate. As Policy Shop volunteers, students meet as a team and are introduced to a local organization with a problem to solve or a question to explore. Over one semester, the team will produce a professional report—from initial brainstorming to final submission—to present to the organization. Of course, each team will have the support of Policy Shop Executives and JSGS throughout the process.

ACADEMIC INFORMATION AND POLICIES

The U of R Faculty of Graduate Studies and Research (FGSR) policies and procedures can be accessed [online](#).

Students should refer to these documents for information about policies, procedures and regulations in the FGSR, either formally adopted or developed as a matter of practice and precedent.

ACADEMIC HONESTY AND INTEGRITY

The following information is taken from the Faculty of Graduate Studies and Research (FGSR) [website](#).

Students at the University of Regina are expected to conduct themselves responsibly and with propriety both in their studies and in their general behaviour, and are expected to abide by all policies and regulations of the university.

Misconduct, which may be academic (that is, in academic studies) or non-academic (in general behaviour), is subject to disciplinary action.

Assignments, tests and examinations are designed for students to show the instructor how well they have mastered the course material. When the instructor evaluates the student's work, it must therefore be clear which ideas/words are the student's own. The general principle of academic integrity for students doing course work is that they demonstrate original and individual work, unless told otherwise by the course instructor. Students must give credit for other people's ideas or words.

Students should be aware that while collaborative or group work on assignments may be encouraged in some disciplines, it is not acceptable in others. Discussion of ideas with faculty and other students (that is, intellectual debate) is both allowable and important, provided that credit is given in written work for ideas that are not one's own. Group study (as distinct from group work on an assignment that is to be graded) is likewise permissible unless explicitly forbidden by the instructor.

Cheating constitutes academic misconduct. Cheating is dishonest behaviour (or the attempt to behave dishonestly), usually in tests or examinations. It includes:

- unless explicitly authorized by the course instructor or examiner, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily;
- copying from the work of other students;
- communicating with others during an examination to give or receive information, either in the examination room or outside it;
- consulting others on a take-home examination (unless authorized by the course instructor);
- commissioning or allowing another person to write an examination on one's behalf;
- not following the rules of an examination;
- using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early);
- altering answers on an assignment or examination that has been returned; and,
- taking an examination out of the examination room if this has been forbidden.

Plagiarism is a form of academic dishonesty in which an author submits or presents the work of another author as their own, whether from intent to deceive, lack of understanding, or carelessness. Unless the course instructor states otherwise, it is allowable and expected that students will examine and refer to the ideas of other authors.

The ideas of other authors, however incorporated into the student's analysis, must be clearly acknowledged and properly referenced.

There are severe penalties for students that are caught plagiarizing within their course or thesis work.

ACADEMIC PERFORMANCE

For all JSGS students, the passing grade for any course taken in any JSGS program is 70 per cent.

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 Graduate Chair. 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. More information can be found here [online](#).

INTELLECTUAL PROPERTY POLICY

The office of the Dean of the Faculty of Graduate Studies and Research (FGSR) serves as a resource to graduate students on all matters related to graduate studies, including Intellectual Property. Students are encouraged to contact the Dean's office for advice, information, or assistance in addressing concerns.

The FGSR's Intellectual Property Policy has been reviewed by the Intellectual Property Committee and is consistent with the University's Intellectual Property Policy. The policy itself states, "Intellectual Property issues involving students will be addressed in a manner consistent with this policy." Graduate students need to be aware that individual circumstances may affect the interpretation of the policy.

[Click here for more detailed information on the policy.](#)

ADVISING

JSGS students should first contact the Academic Advisor: john.bird@uregina.ca about academic advising. MPP and PhD students should also consult with their assigned supervisor, as well as the Academic Advisor.

COURSE LOAD

The JSGS considers students in the MPA and MHA program to have a full-time course load when they take at least two classes (6 credit units) in each term (fall/winter).

MPP and PhD students must be continuously registered full-time in the duration of their program. Two classes/6 credit hours each semester in either JSGS courses or JSGS 901 - Research will fulfill the registration requirement.

Students participating in a JSGS Executive Internship are considered to be registered full-time.

The recommended maximum course load is four classes (12 credit hours) per semester. However, students working full-time, part-time or with other commitments should take fewer classes. JSGS offers spring/summer courses, but due to their condensed nature, a maximum of two courses is recommended in spring/summer.

Remember, these are suggestions. If you have questions or unique circumstances, Please contact the Academic Advisor for assistance.

SCHOLARSHIPS AND FUNDING

JSGS scholarships may be awarded in the letter of offer for a new student or via scholarship application for in-progress students. All scholarships come with specific conditions which must be met. If conditions are not met and the student becomes ineligible for funding, payment will be disrupted and/or recouped.

JSGS offers Graduate Teaching Assistantships (GTA) in fall and winter semesters and Research Assistantships (RA) periodically via faculty member request. Deadlines for GTA application are generally in spring/summer and fall semesters and any given semester for RA.

TRANSFER CREDIT

Transfer credit is awarded when a student has successfully completed coursework at this or another accredited institution of higher education at the Master's level. This coursework must be first reviewed by JSGS, then recommended to Faculty of Graduate Studies and Research (FGSR) via JSGS. Credits can then be transferred to the student's program at the University of Regina.

Transfer credit(s) must be submitted for review and obtained in the first semester of beginning the new program.

Transfer credit only applies to courses that have not been used to satisfy another academic credential (e.g. master's degree, certificate, diploma).

[Click here for full details about transfer credits and agreements.](#)

TUITION AND FEES

The most current and up to date tuition and fee information can be found on the [U of R Financial Services website](#).

Tuition and fees are subject to change. Tuition and fees are due on the first day of classes. However, the U of R allows for a 28 day grace period to make your payment before late payment charges are added to the account. Late payment charges are applied at 1.5% of the outstanding balance per month.

CONVOCATION

Convocation is held twice each year, in June and October. Students should consult the [U of R Registrar webpage](#) for additional information, exact dates, application, forms and deadlines.

Students that are nearing completion of their program must apply for graduation even if they are not attending the convocation ceremony. Graduation forms can be submitted to FGSR for processing.

More information on the steps required for graduation and convocation, can be found online.

STUDENT RESOURCES

Information on student resources at the U of R can be found here: <https://www.uregina.ca/currentstudents/>

University of Regina Student Union will also have great resources to aid your experience: <http://ursu.ca/>

COUNSELLING SERVICES

Counselling services are available to students. Please contact the [Student Affairs Office](#) at 306-585-4491 for more information and to arrange an appointment.

ADMINISTRATIVE INFORMATION

COMPUTER NETWORK ACCESS

- [U of R home page](#)
- [UR Self-Service](#) (Personalized Access to Web Services)

Students are issued a Novell ID to access university computer and network services including WIFI.

COURSES SCHEDULES

Course schedules and syllabi for current and upcoming terms, at both campuses, are available on the [JSGS website](#).

[Click here for University of Regina specific classes.](#)

E-MAIL

Students should check their @uregina.ca 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. You can learn [how to do this here](#).

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 R Students' Union \(URSU\) Housing Registry](#) site.

JSGS MAIN OFFICE

The main office for JSGS at the U of R campus is located at 2155 College Avenue, 3rd floor. Office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., closed for lunch: 12:00 to 1:00 p.m.

Students are welcome to drop by with questions or concerns. Please make an appointment in advance if you are needing to see the Academic Advisor or a specific staff or faculty member.

LIBRARIES

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. Primary access to all resources can be [made here](#).

To access resources off campus, you will need your Novell login.

[Visit the University Library website for specific questions about the library or its resources.](#)

PARKING

If you plan to park on campus on a regular basis, you should purchase a parking permit as your most economical option.

Parking permits are sold based on availability. More information on parking is [available here](#).

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.

STUDENT IDENTIFICATION

There are three main types of identification for students:

- Student number: a 9-digit number assigned to all students. This number appears on your official letter of offer and will never change. This number also acts as your UR Self-Service login ID.
- Novell login - A unique ID that provides access to email, library resources, UR courses and other tools. [Contact the IT Support Centre for more information or help.](#)
- Student card - Photo ID that provides access to library checkout, fitness facilities and other campus services. It may also be required during exams. Students are encouraged to get a card as soon as possible. To do so, bring a piece of government issued ID to the

Registrar's Office (Ad Hum 210), along with your student number. [Click here for more information.](#)

WRITING & MATH 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.

The U of R Student Success Centre provides in person, online and group writing assistance and math tutoring. [Click here for information about writing assistance.](#)

[Click here for information on math assistance.](#)

SAFETY & SECURITY

Campus Safety is available 24 hours a day and can be reached at 306-585-4999.





WWW.SCHOOLOFPUBLICPOLICY.SK.CA

JOHNSON SHOYAMA GRADUATE SCHOOL OF PUBLIC POLICY

University of Regina Campus

2155 College Avenue, 3rd Floor, Regina SK, Canada, S4P 4V5

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

Email: jsgs@uregina.ca

Executive Education

2155 College Avenue, 3rd Floor, Regina SK, Canada, S4P 4V5

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

Email: js_outreach@uregina.ca

University of Saskatchewan Campus

101 Diefenbaker Place, Saskatoon, SK Canada S7N 5B8

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

Email: jsgs@usask.ca

