



>> 2016-17 MASTER OF HEALTH ADMINISTRATION STUDENT HANDBOOK

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





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 five graduate-level programs - Master of Public Administration (MPA), the Master of Public Policy (MPP), the Master

Amy Zarzeczny

of Health Administration (MHA), the Master of International Trade (MIT), the Doctor of Philosophy in Public Policy (PhD), and various master's certificates. All programs offer high-quality instruction, frequent opportunities for faculty interaction, 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.

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, 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 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, lifelong 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; and 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

- Institute for Energy, Environment and Sustainable Communities (IEESC) - The IEESC integrates energy, environment and sustainability research expertise and undertakes thematic research to address the impacts and challenges of climate change.
- 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 MASTER OF HEALTH ADMINISTRATION (MHA)

Students are required to complete 30 credit units, consisting of two in-person residencies (3 credit units) and nine online courses (27 credit units) from the following set of course offerings:

- JSGS 812 Indigenous Health Policy
- JSGS 814 Biostatistics for Public Health
- JSGS 817 Health Policy
- JSGS 823 Health Promotion
- JSGS 824 Health Program Planning and Evaluation
- JSGS 826 Human Resources Management in Health Care
- JSGS 827 Health Care Organization and Administration
- JSGS 829 Decision Making and Leadership in Healthcare Organizations
- JSGS 832 Population Based Health Program Management
- JSGS 833 Performance Measurement in Healthcare Organizations
- JSGS 834 Financial Management of Healthcare Organizations
- JSGS 835AT Health Law and Policy
- JSGS 837 Health Economics

All MHA students are also required to complete the following courses:

- JSGS 830AA MHA Residency I
- JSGS 830AB MHA Residency II

Each MHA Residency is offered once per academic year, with one scheduled each Fall and the other each Spring. Students must attend both of the residencies, however they can be taken in either order and at any time during the duration of their MHA program (e.g., beginning, middle and/or end of program). Each Residency is scheduled over a weekend, from a Friday to Sunday, and held at the University of Regina campus. Students are responsible for making their own travel and accommodation arrangements. If you would like to inquire about on-campus facilities for short-term stay, please contact Residence Services at the U of R.

There are also several hotel options near the U of R campus.

All MHA students must also complete the following noncredit course:

• GSRT 800AA: All new graduate students at the U of R must complete GSRT 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 typically 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.

Take a look at our <u>student resources section</u> for more information.

All masters students enrolled at the JSGS U of R campus must complete their studies within six 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 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 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 some condition (finishing your undergraduate degree or providing official copies of transcripts, for instance), you will not be able to register until you have submitted the remaining documentation to FGSR's office (JSGS does not compile the original documents).

In order to register you need to have your UR Self-Service user ID. This is the nine digit student ID number that was sent to you by mail in your official letter of offer.

From the main www.uregina.ca webpage you can access the UR Self-Service portal.

To register:

- 1. Log into UR Self-Service (with 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.
- Search for courses by subject, and narrow down your search by course number, title, instructor, day or time.
- 6. Click on "Class Search".
- 7. Click on the Course Reference Number (CRN) to find more information (i.e., availability, restrictions, descriptions and prerequisites).

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!

Please also note that MHA courses are coded in a specific manner. MHA course offerings will end with the section numbers "397" or "398" (e.g. JSGS 817 – 397 or JSGS 817 – 398). Please make sure you select the correct section number when registering; attempting to register in the

wrong section will result in an error message.

If you have any questions concerning the on-line registration process, please access the <u>U of R Registrar's</u> website.

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 as classes can fill quickly.

REGISTRATION CHANGES AND DROPPING CLASSES

Registration changes can be made on UR Self-Service without penalty as long as done within appropriate deadlines. Additional information and appropriate forms can be <u>found here</u>.

Here is how to add/drop a course:

After you have logged into UR Self Service:

- Click on Registration at the main Student Services menu
- 2. Click on Check Your Registration Status
- You can view your Time Ticket, Holds, Academic Standing... and more! If you are ready to register and know your CRN's, then... Go back to the Registration menu and click on Add/Drop/Search for Classes
- 4. Select a Term

To Add a Course

- 1. Scroll down to Add Class Worksheet
- 2. Enter your CRN's in the boxes, starting from the left
- 3. Click on Submit Changes
- 4. Continue to register for classes until all of your selected courses appear in the Current Schedule section

To Drop a Course

- 1. Scroll down to Current Schedule
- 2. Click on the drop down arrow and choose the available option to drop
- 3. Click on Submit Changes



To View Your Updated Schedule:

- 1. Scroll to the top and click on Student Services
- 2. Click on Registration
- 3. Click on Detailed Class Schedule

How to Add for Wait List:

Wait lists are important for registering when a course is at registration capacity. If a class you are interested in is full, you are advised to register for the wait list as seats often open up closer to the beginning of the semester. It is important to check your uregina email address daily when waiting for a seat as new seats are available for only 24 hours before the system automatically moves on to the next person on the wait list.

Here is how to register for wait list:

The steps for registering for a waitlist are the same as registering for a seat in a class. In the 'Add/Drop Classes' section, enter the CRN of the class into the 'Add Classes Worksheet' field; you cannot select the class from the 'Search for Classes to Add' section directly, because the class is full.

After clicking 'Submit Changes', error messages will appear under Registration Add Errors when students attempt to register for a class that has already reached its capacity:

Open - n Waitlisted:

indicates that the seat(s) is/are available in the section, but they are being held for waitlisted student(s). You can only place yourself on the waitlist.

Closed - n Waitlisted:

indicates that the number of available seats is zero and that n student(s) is/are already on the waitlist. You can only place yourself on the waitlist.

Closed - Waitlist Full:

indicates there is no open seat in the section or on the waitlist. No additional students can be added to the waitlist.

More information can be found here.

FXPFRIFNTIAL LEARNING

MHA Placement

The MHA Placement is offered for both fall and winter semesters of the academic year. The MHA Placement is worth three (3) credit units toward completion of the MHA degree. The Placement is a partnership between the Johnson Shoyama Graduate School of Public Policy (JSGS) and the Government of Saskatchewan Ministry of Health (the Ministry).

The Placement is an experiential learning opportunity and will involve a competitive application process. Successful students will be placed with the Ministry for a one month period, during which they will work on an assigned policy project. Students will work under the supervision of both a Ministry Mentor and a JSGS Academic Supervisor. At the completion of the project, students will be required to prepare and present a report on the experience and their learning.

Please inquire with the JSGS Student Experience Officer (trent.blezy@uregina.ca) for more information about the MHA Placement.

Canadian College of Health Leaders (CCHL) - Certified Health Executive Program (CHE)

JSGS has a strategic alliance with the CCHL's CHE program. The CCHL, formerly known as the Canadian College of Health Service Executives (CCHSE), is a national, memberdriven, non-profit association dedicated to ensuring that the country's health system benefits from capable, competent and effective leadership. The CHE Program is a capabilities-based certification program, developed collaboratively with College members, staff, and Board. Given the constant changes within the Canadian health system, all elements of the CHE Program are regularly reviewed and revised by the CHE Program Committee and the Professional Standard Council.

JSGS's strategic alliance with CCHL's CHE allows enrolled students to participate in CCHL membership and take a modified version of the CHE at a reduced cost. CCHL and CHE participation are optional and entirely voluntary for MHA students. CCHL makes CHE admissions decisions

independently from JSGS. Here is where you can find out more information about the <u>CHE programs and benefits</u> of CCHL membership.



















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. The JSGS-SA also works together to organize social events for students, fundraisers within the community, and the annual Wine and Cheese networking event where students can interact with various public servants (and alumni).



ACADEMIC INFORMATION AND POLICIES

The U of R Faculty of Graduate Studies and Research (FGSR) policies and procedures manuals can be <u>accessed</u> here.

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.

Forms required by the FGSR are <u>available online</u> here.

ACADEMIC HONESTY AND INTEGRITY

The following information is taken from *The Policies* and *Procedures of the University* manual. The complete document is <u>available here</u>.

Students of 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 and words are the student's own. The general principles of academic integrity for students doing course work are that they are to do their own original, individual work, unless told otherwise by the course instructor, and are to 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 one person submits or presents the work of another person as his or her 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 others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledged through footnotes, endnotes, or other practices accepted by the academic community.

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.

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 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.

Find more detailed information on the policy <u>here</u>.

ADVISING

MHA students should first contact the Academic Advisor (john.bird@uregina.ca) about academic advising.

COURSE LOAD

The JSGS considers students in the MHA program to have a full-time course load when they take two classes (6 credit units) in each term (fall/winter). The MHA is designed (though not required) to be a part-time program. Students taking one course a term are considered to be part-time.

The recommended maximum course load is four classes (12 credit unit) per semester in fall and winter terms. The JSGS also offers spring/summer courses, but due to the condensed nature of these courses, a maximum of two is recommended.

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

TRANSFER CREDIT

Transfer Credit is awarded when a student has successfully completed coursework at this or another accredited institution of higher education. This coursework may be transferred to the student's program at the University of Regina and reduces the overall program and fees by the number of courses accepted.

Transfer credit only applies to courses that have not been used to satisfy another academic credential and cannot be granted for any grade less than, or equivalent to, 70%.

Please visit <u>Graduate Studies page</u> for full details about transfer credits and agreements.

The most current and up to date tuition and fee information can be <u>found here</u>.

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 University of Regina calendar 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.

For information on the steps required, click here.

STUDENT AFFAIRS

Information on student services offered at the U of R can be found here.



ADMINISTRATIVE **INFORMATION**

COMPUTER NETWORK ACCESS

- U of R home page: <u>www.uregina.ca</u>
- <u>UR Self-Service</u> (Personalized Access to Web Services)

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

COURSES SCHEDULES

Course schedules and sample syllabi for current and upcoming terms at both campuses are available on the school's website.

UR COURSES

URCourses, a Moodle-based platform, is the primary Online Learning Environment (OLE) used at the Univeristy of Regina. You can log into <u>URCourses here</u> using your Novell ID. Each of your courses will have its own URCourses site. These sites act as virtual classrooms and are the primary means for you to access course materials, participate in course activities and engage with your professor and other students. Students only have access to the sites for courses they are registered in, and access is typically enabled on the first day of the semester.

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. Learn how to do this.

JSGS MAIN OFFICE

The main office for the school's U of R campus is located at 110-2 Research Drive, Innovation Place. 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 question 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.

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.

If you have specific questions about the library or its resources, contact Michael Shires. He is the librarian responsible for public policy, and can be reached by email at michael.shires@uregina.ca or 306-585-5418. Of course, all library staff are able to help with issues as well.

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.
 For more information or help, contact the IT Support Centre.
- 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 (Admin 210), along with your student number. <u>Click here</u> for more information.

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.

The University Student Success Centre provides in person, online and group writing assistance. For more information, visit the <u>writting support webpage</u>.

SAFETY

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

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.





JOHNSON SHOYAMA GRADUATE SCHOOL OF PUBLIC POLICY

University of Regina Campus

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University of Saskatchewan Campus

101 Diefenbaker Place, Saskatoon, SK Canada S7N 5B8 Phone: 306-966-8525 Fax: 306-966-1967

Email: jsgs@usask.ca

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263-2 Research Drive, Innovation Place, Regina SK, Canada S4S 7H1 Phone: 306-585-4450 Fax: 306-585-5250 Email: js_outreach@uregina.ca

