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**MEMORANDUM**

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ATTENTION Senate

DATE June 17, 2021

FROM Jeff Derksen,  
Chair of Senate Graduate Studies  
Committee (SGSC)

RE: Course Changes

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**For information:**

Acting under delegated authority at its meeting of June 1, 2021, SGSC approved the following curriculum items, effective **Spring 2022**:

**Faculty of Arts and Social Sciences**

Department of Psychology

- 1) Course change: (enrollment per term) PSYC 882, (repeat for credit, enrollment per term) PSYC 890

School of Public Policy

- 2) Course change (deletion): PLCY 808
- 3) Course change (title, units, description, prerequisite): PLCY 809

Senators wishing to consult a more detailed report of curriculum revisions may do so on the Senate DocuShare repository at <https://docushare.sfu.ca/dsweb/View/Collection-12682>

MEMO

Faculty of Arts and Social Sciences  
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ATTENTION Jeff Derksen	
FROM Sean Zwagerman	
RE Course Changes Under Delegated Authority	
DATE April 27, 2021	PAGES 6

Dear Jeff,

I have approved by delegated authority changes to two graduate Psychology courses. The department would like to offer PSYC 890 (Practicum in Clinical Forensic Psychology) and PSYC 882 (Neuropsychology Practicum) as courses that may be repeated for credit in concurrent and subsequent terms so that students can complete their practicum hours. As Practicum placements are often part-time, enrollment may extend over many terms and/or require more than one enrollment in a given term. Please place these items on the agenda for the next SGSC meeting.

Thank you,



Sean Zwagerman  
Associate Dean, Graduate Studies  
Faculty of Arts and Social Sciences

SZ/hm



DEPARTMENT OF PSYCHOLOGY

MEMORANDUM

**KATHLEEN L. SLANEY**  
PROFESSOR  
ASSOCIATE CHAIR (GRADUATE)

**Department of Psychology**  
Office: RCB 6239  
Phone: 778-782-6635  
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**CONTACT INFORMATION**  
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Website: [www.psyc.sfu.ca](http://www.psyc.sfu.ca)

ATTENTION: Sean Zwagerman      DATE: April 28, 2021  
re: minor calendar changes for PSYC 882 and 890

On April 15, 2021, the Department of Psychology approved the following calendar changes:

- PSYC 882 and PSYC 890 be repeated for credit by students registered in the Clinical Psychology doctoral program for up to a maximum of 6 concurrent/consecutive registrations (see attached Graduate Course Change forms)
- **Rationale:** Many practicum placements occur on a part-time basis but course credit requires a minimum 450 practicum hours for full credit. In order for students to complete the required hours in a timely manner, students may need to register for more than one placement/course at a time in each term and may need to register over multiple consecutive terms. Repeat registrations will be limited to a maximum of 6 concurrent/consecutive registrations.

Please do not hesitate to contact me should you have any questions or concerns about the proposed calendar changes.

Sincerely,

Kathleen Slaney  
Chair, Psychology Graduate Program

## Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number	PSYC 882	Units	3	Effective Term and Year	Spring 2022
Course Title	Neuropsychology Practicum				
Rationale for Change:	<p>Many practicum placements occur on a part-time basis but course credit requires a minimum 450 practicum hours for full credit. In order for students to complete the required hours in a timely manner, students may need to register for more than one placement/course at a time in each term and may need to register over multiple consecutive terms. Repeat registrations will be limited to a maximum of 10 concurrent/consecutive registrations.</p>				

### Proposed Changes (Check all that apply)

- Course number  
  Units\*  
  Title  
  Description  
  Prerequisite  
  Other multiple enrollment per term

### Complete only the fields to be changed

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title	Course Title (max 100 characters)
Course Short Title	Course Short Title (max 30 characters)
Description  Graded on a satisfactory/unsatisfactory basis.	Description  Course credit requires a minimum 450 practicum hours for full credit. Students may need to enroll for up to two placements/courses at a time in each term. Repeat enrollments will be limited to a maximum of 10 concurrent/consecutive enrollments. Graded on a satisfactory/unsatisfactory basis.
Prerequisite	Prerequisite
Other none	Other multiple enrollment per term is allowed.



\* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

**REMINDER:** All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.


**CONTACT PERSON**

Department / School / Program Psychology/Clinical Psychology	Contact name Grace Iarocci	Contact email giarocci@sfu.ca
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**DEPARTMENTAL APPROVAL**

Department Graduate Program Committee Kathleen Slaney	Signature 	Date April 21, 2021
Department Chair Deborah Connolly	Signature 	Date April 22, 2021

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC) Sean Zwagerman	Signature 	Date May 17, 2021
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC) Jeff Derksen	Signature 	Date June 10, 2021
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**ADMINISTRATIVE SECTION (for DGS office only)**

Course Attribute: \_\_\_\_\_  
Course Attribute Value: \_\_\_\_\_  
Instruction Mode: \_\_\_\_\_  
Attendance Type: \_\_\_\_\_

If different from regular units:  
Academic Progress Units: \_\_\_\_\_  
Financial Aid Progress Units: \_\_\_\_\_

## Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number	PSYC 890	Units	3	Effective Term and Year	Spring 2022
Course Title	Practicum in Clinical Forensic Psychology				
Rationale for Change:	<p>Many practicum placements occur on a part-time basis but course credit requires a minimum 450 practicum hours for full credit. In order for students to complete the required hours in a timely manner, students may need to register for more than one placement/course at a time in each term and may need to register over multiple consecutive terms. Repeat registrations will be limited to a maximum of 10 concurrent/consecutive registrations.</p>				

### Proposed Changes (Check all that apply)

- Course number  
  Units\*  
  Title  
  Description  
  Prerequisite  
  Other repeat for credit  
 multiple enrollment per term

### Complete only the fields to be changed

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title	Course Title (max 100 characters)
Course Short Title	Course Short Title (max 30 characters)
Description Graded on a satisfactory/unsatisfactory basis.	Description Course credit requires a minimum 450 practicum hours for full credit. Students may need to enroll for up to two placements/ courses at a time in each term. Repeat enrollments will be limited to a maximum of 10 concurrent/consecutive enrollments. Graded on a satisfactory/unsatisfactory basis.
Prerequisite	Prerequisite
Other none.	Other repeat for credit / multiple enrollment per term are allowed

\* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

**REMINDER:** All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.

**CONTACT PERSON**

Department / School / Program Psychology/Clinical Psychology	Contact name Grace Iarocci	Contact email giarocci@sfu.ca
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**DEPARTMENTAL APPROVAL**

Department Graduate Program Committee Kathleen Slaney	Signature <i>KSlaney</i>	Date April 21, 2021
Department Chair Deborah Connolly	Signature <i>D. Connolly</i>	Date April 21, 2021

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC) Sean Zwagerman	Signature <i>[Signature]</i>	Date May 17, 2021
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Senate Graduate Studies Committee (SGSC) Jeff Derksen	Signature <i>[Signature]</i>	Date June 10, 2021
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**ADMINISTRATIVE SECTION (for DGS office only)**

Course Attribute: \_\_\_\_\_  
Course Attribute Value: \_\_\_\_\_  
Instruction Mode: \_\_\_\_\_  
Attendance Type: \_\_\_\_\_

If different from regular units:  
Academic Progress Units: \_\_\_\_\_  
Financial Aid Progress Units: \_\_\_\_\_



MEMO

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Academic Quadrangle 6168  
8888 University Drive  
Burnaby, BC  
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ATTENTION: Jeff Derksen

FROM: Jane Pulkingham

RE: Fee Change for MPP

DATE: April 15, 2021

PAGES 1

Dear Jeff,

As part of their work to streamline the MA degree, the School of Public Policy has recently replaced their two-semester MA capstone project sequence, PLCY 808 (5) and 809 (5), with a single 10-unit 809 course. Under the previous structure, a student needing to retake PLCY 809 to complete the MA project paid 50% of the tuition fee for retaking the 5-unit course. The School proposes, and the FASS Deans Office approves, that students needing to retake PLCY 809 now pay 25% of the 10-unit fee, thus keeping the cost of retaking the course the same as before. SPP and FASS also request a 50% fee for students needing to retake PLCY 835 Extended Policy Analysis, the final course in the Course Work Option MA. These changes serve the interests of the few students who need to retake these courses, and will have negligible financial impact on the Faculty.

Thank you for your consideration,

**Jane Pulkingham**  
Dean / Professor of Sociology  
Faculty of Arts and Social Sciences  
Simon Fraser University

JP/sw/hm

cc:



**To:** Sean Zwagerman, Associate Dean of Arts and Sciences

**From:** John Richards, graduate chair, School of Public Policy

**Date:** 26 January 2021

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Accompanying this cover memo are three documents:

- *A change in the name, number of credits, and description for PLCY 809.* PLCY 809 is the second course in what has been our two-course sequence called Advanced Policy Analysis. PLCY 808 is the first course in this sequence. Each are 5 credits as are all our graduate courses. The 808/809 sequence prepares and guides students through the process of their major independent research project called the capstone project. The capstone is a major piece of research that requires a defence and submission of the capstone to the library. We propose to eliminate PLCY 808 and award 10 credits to PLCY 809, as it will be the primary course during which the capstone is completed. Students will continue to receive supervision by faculty for their capstone over multiple semesters, but this change will streamline faculty resources allocated to the capstone and improve efficiency in the department. The change in name and course description will make it clear that PLCY 809 is the required course for completing the capstone. Students must be registered in PLCY 809 at the time they defend their research and submit their capstone to the library. This change sustains the number of credits required for the Masters in Public Policy (MPP) degree. It reduces the number of courses required for those doing the capstone from 14 to 13 but does not affect tuition paid thus ensuring parity between those doing the capstone and those doing the applied policy project (PLCY 835). The applied policy project option requires students to take an extra elective course in addition to the 4 elective courses required for all to complete the MPP degree.
- *A course deletion.* To implement the changes introduced above, we propose to delete PLCY 808 from the MPP curriculum.
- *Calendar changes.* We attach the needed changes in the calendar for PLCY 809 (course title, description, and credit hours), deletion of PLCY 808, and revised description for those undertaking the capstone research option as part of their requirements for the MPP degree. We will update our website accordingly when these changes are approved.

These proposed changes were supported by and approved unanimously at a department meeting in SPP held on 26 January 2021.

## Graduate Course Deletion

A course can be deleted if it has not been offered in the previous seven years or if there is no chance of it being offered again. Once a course has been deleted for a minimum of 10 years, the course subject and number can be re-used.

Course Subject/Number	PLCY 808	Units	5
Course Title Advanced Policy Analysis I			
Reason for Deletion The course was the first half of the advanced policy research project - the capstone. We are now designating only the second course in this sequence, PLCY 809, as the the major research course and doubling the credits for that course. The total number of credits required in the program will remain the same. We will revise our calendar entry and website accordingly.			
Effective Term and Year: Spring 2022			

### Before Submission to SGSC check the following:

Is this course required for degree completion?

YES

NO

Do any program calendar entries need to be changed as a result of this deletion?

YES

NO

Does the departmental website need to be updated?

YES

NO

Additional information for any YES responses:

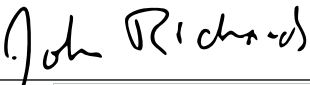

**We are submitting calendar changes and will update the website once these changes are approved.**

**REMINDER:** All course deletions must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.


### CONTACT PERSON

Department / School / Program	Contact name	Contact email
School of Public Policy	Nancy Olewiler	olewiler@sfu.ca


### DEPARTMENTAL APPROVAL

Department Graduate Program Committee John Richards (Graduate Chair)	Signature 	Date 20210126
Department Chair Nancy Olewiler	Signature 	Date 20210126

### FACULTY APPROVAL

Faculty Graduate Studies Committee (FGSC) Sean Zwagerman	Signature 	Date 6 May 2021
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### SENATE GRADUATE STUDIES COMMITTEE APPROVAL

Senate Graduate Studies Committee (SGSC) Jeff Derksen	Signature 	Date June 10, 2021
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## Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number PLCY 809	Units 5	Effective Term and Year Spring 2022
Course Title Advanced Public Policy Analysis II		
Rationale for Change: Are consolidating capstone research project into one course from two (PLCY 808 and PLCY 809) were both required courses previously. Are increasing credits to reflect the major scope of the research project. The capstone has a public defence and submitted to the Library.		

### Proposed Changes (Check all that apply)

Course number  
  Units\*  
  Title  
  Description  
  Prerequisite  
  Other \_\_\_\_\_

### Complete only the fields to be changed

FROM	TO
Course Subject/Number PLCY 809	Course Subject/Number PLCY 809
Units 5	Units* 10
Course Title Advanced Policy Analysis II	Course Title (max 100 characters) Major Research Project
Course Short Title Advanced Policy Analysis	Course Short Title (max 30 characters) Major Research Project
Description Covers advanced policy analysis techniques and applied by students to individual projects on current public policy issues. This course will constitute the project component of the program. Open only to students registered in the MPP program.	Description Covers advanced policy analysis techniques that are applied by students to individual projects on current public policy issues. This course will constitute the Capstone project component of the program.
Prerequisite	Prerequisite Open only to students registered in the MPP program.
Other	Other



\* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

**REMINDER:** All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.


**CONTACT PERSON**

Department / School / Program School of Public Policy	Contact name Nancy Olewiler	Contact email olewiler@sfu.ca
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**DEPARTMENTAL APPROVAL**

Department Graduate Program Committee John Richards (Graduate Chair)	Signature 	Date 20210126
Department Chair Nancy Olewiler	Signature 	Date 20210126

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC) Sean Zwagerman	Signature 	Date 6 May 2021
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC) Jeff Derksen	Signature 	Date June 10, 2021
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**ADMINISTRATIVE SECTION (for DGS office only)**

Course Attribute: \_\_\_\_\_  
 Course Attribute Value: \_\_\_\_\_  
 Instruction Mode: \_\_\_\_\_  
 Attendance Type: \_\_\_\_\_

If different from regular units:  
 Academic Progress Units: \_\_\_\_\_  
 Financial Aid Progress Units: \_\_\_\_\_