



St. Lawrence
College

**HONOURS BACHELOR OF
BEHAVIOURAL PSYCHOLOGY**

GUIDE TO STUDENT PROTECTION INFORMATION

2019

GUIDE TO STUDENT PROTECTION INFORMATION

Instructions for Students:

Please use this guide to review the policies and procedures related to your studies in the Honours Bachelor of Behavioural Psychology at St. Lawrence College. Once you have reviewed these materials, please sign the Student Protection Information Confirmation Page at the end of this guide and submit the signed form by **July 26, 2019** to:

School of Community Services c/o Mary Anne Metcalfe
St. Lawrence College
100 Portsmouth Ave., Kingston, ON K7L 5A6
Fax: 613-545-3944
Email: mmetcalfe@sl.on.ca (scan and attach)

Guide Contents:

- Program Description;
- Program of Study;
- Method of course delivery;
- Academic honesty policy;
- Admissions;
- Credit transfer arrangements with and recognition by other institutions;
- Credit transfer arrangements for incoming students;
- Prior learning assessment;
- Entrance examinations;
- Dispute resolution / Academic Appeals;
- Grading;
- Intellectual property rights;
- The ability of international students admitted to the program to meet program requirements for degree completion;
- Tuition, payment of fees, charges, withdrawals and refunds;
- Scholarships and other financial assistance;
- Student dismissal (code of conduct);
- Student support and services;
- Institutional closure;
- Supervision, preparation and examination of theses/dissertations;
- Student Protection Information Confirmation Page

PROGRAM DESCRIPTION

The Honours Bachelor of Behavioural Psychology at St. Lawrence College offers a program of study that provides not only the necessary academic background, but also the field experience required to develop the skills essential for success in today's marketplace. These skills are developed through carefully sequenced courses that, in addition to providing a sound theoretical understanding of the discipline, also lead students through its application to 'real world' issues. Knowledge and skills are then transferred from the classroom to the field via 1,100 hours of supervised placements in three different community agencies. During the placements, the college provides 'hands on' mentoring of students via a set of strategically sequential structured activities, designed to develop both technical and generic skills. Over the course of the program, students demonstrate a progressively greater clinical and conceptual sophistication, specialized knowledge, and intellectual autonomy.

To summarize the key program level learning outcomes, students:

- learn about psychological theory, research, and practices
- design and conduct various assessments across a variety of settings and populations
- design and implement research-based programs in applied behaviour analysis and evaluate their effectiveness
- practice behavioural counselling skills, with different populations
- demonstrate appropriate social, professional, and clinical skills in the context of an interdisciplinary setting with a variety of clients, their support networks, professionals, and the community
- maintain a high degree of professionalism and ethical standards
- communicate, orally and in written form, results of behavioural assessments and treatment programs
- understand, critically evaluate, and synthesize issues in society

PROGRAM OF STUDY 2019-2023

Year	Semester	Course Code	Course Title
1	1	PSYC 5DG	Applied Behaviour Analysis I
		PSYC 4DG	Introductory Psychology I
		LART 14DG	The Adult Learner
		LART 4DG	Negotiation and Mediation
		LART 10DG	Communication Skills
1	2	PSYC 6DG	Applied Behaviour Analysis II
		PSYC 55DG	Ethics for the Helping Professions
		PSYC 12DG	Developmental Psychology
		PSYC 11DG	Introductory Psychology II
		PSYC 13DG	Abnormal Psychology
			Elective
2	3	PSYC 9DG	Applied Behaviour Analysis Field Work
		PSYC 8DG	Behavioural Approaches to Child and Adolescent Disorders
		PSYC 15DG	Behavioural Assessment
		PSYC 14DG	Professional Standards and Practice (PSP) I
		PSYC 16DG	<i>Basic Practicum</i> ** [7 weeks full-time]
2	4	PSYC 30DG	Research Methods
		PSYC 18DG	Applied Behaviour Analysis III
		PSYC 29DG	Behavioural Counselling I
		PSYC 21DG	Personality Theory and Social Learning
		LART 15DG	Professional Communications
			Elective

Year	Semester	Course Code	Course Title
3	5	PSYC 36DG	Behavioural Counselling II
		PSYC 28DG	Behavioural Approaches to Addictions and Mental Health
		PSYC 19DG	Statistics
		PSYC 27DG	Behavioural Approaches to Acquired Brain Injury, Developmental Disabilities and Autism
		PSYC 26DG	Community-Based Service Delivery
			Elective
3	6	PSYC 33DG	Behavioural Approaches to Corrections
		BEHA 5DG	Nonviolent Crisis Intervention
		PSYC 31DG	Group Behavioural Counselling
		LART 18DG	Pharmacology
		PSYC 34DG	Professional Standards and Practice II
		PSYC 35DG	<i>Advanced Practicum</i> ** [8 weeks full-time]
3	7	PSYC 40DG	Behavioural Consulting
		PSYC 41DG	Applied Thesis I
		PSYC 39DG	Psychometrics
		PSYC 38DG	Professional Standards and Practice III
4	8	PSYC 42DG	Field Placement [14 weeks]
4	9	PSYC 46DG	Consolidation of Behavioural Principles and Practice
		PSYC 45DG	Applied Thesis II
		PSYC 43DG	Advanced Topics in Behavioural Psychology
		PSYC 44DG	Applied Behaviour Analysis IV
			Elective

Current information on the following is found on the college's website at www.stlawrencecollege.ca. Click on the following links to access information on:

- [QUALIFICATIONS OF FULL-TIME FACULTY](#)
- [COURSE DESCRIPTIONS AND CREDIT VALUE](#)
- [COLLEGE'S STRATEGIC PLAN, MISSION AND GOALS STATEMENT](#)
- [HISTORY OF THE COLLEGE AND ITS GOVERNANCE AND ACADEMIC STRUCTURE](#)

METHOD OF COURSE DELIVERY

The Behavioural Psychology degree program includes a combination of in-class course delivery and field placement in community settings.

ACADEMIC INTEGRITY POLICY

Please review this policy in the [Academic Policy Manual](#) (2019-20) section 16.

ADMISSIONS

The general Admissions Policy information is in the [Academic Policy Manual](#) (2019-20) section 3.

Program Specific Admissions Requirements are posted on the college website: (www.stlawrencecollege.ca) – Programs & Courses – Full time – Program List - Honours Bachelor of Behavioural Psychology

Ontario Secondary School Diploma (OSSD) or equivalent with the following prerequisites:

Minimum 65% prerequisite average for six Grade 12U or 12M level courses including:

- Grade 12 English at the U level and
- Grade 11 Math at the C, U or M level - (Grade 12 MDM4U preferred)

OR

Completion of the General Arts & Science (Certificate) - Behavioural Psychology Stream program (0478BP) with a minimum 3.00 GPA*

OR

Completion of a college diploma with a minimum 2.50 GPA*

OR

Completion of one year of full-time university with a minimum 2.50 GPA*

* Because this is typically a high demand program, meeting the minimum prerequisite average/GPA or completing the General Arts & Science (Certificate) - Behavioural Psychology Stream program does not guarantee an offer of admission.

CREDIT TRANSFER ARRANGEMENTS WITH AND RECOGNITION BY OTHER INSTITUTIONS

Please review the [Academic Policy Manual](#) (2019-20) Section 3.11-3.12 for information on Course Credit and Transfer Credit policies at St. Lawrence College.

PRIOR LEARNING ASSESSMENT

Please review the [Academic Policy Manual](#) (2019-20) Section 3.13 for information on prior learning assessment.

ENTRANCE EXAMINATIONS

Not applicable

DISPUTE RESOLUTION

Academic Appeals

Please review the Academic Appeals procedure in the [Academic Policy Manual](#) (2019-20) Section 12 for information on academic appeal policies, timelines and procedures.

GRADING

Please review the [Academic Policy Manual](#) (2019-20) Section 8 for information on grading policies.

Promotion and Graduation

Please review the [Academic Policy Manual](#) (2019-20) Section 14 for information on Graduation and Convocation and Appendix D for information on Promotion and Continuance within the Honours Bachelor of Behavioural Psychology program.

INTELLECTUAL PROPERTY RIGHTS

PREAMBLE

One of the primary goals of the College is to encourage, promote and foster innovation and discovery, in all fields of endeavour in which the College is engaged, by its employees, associates and students. Innovation and creativity produce Intellectual Property. A statement communicating the College's outlook toward Intellectual Property serves to advise the College community so participants can conduct their creative activity in a reliable, consistent set of circumstances. Ownership of creative work is clarified and assured.

POLICY

The purpose of this policy is to outline the College's position on the creation and development of works within the college, and the ownership of intellectual property rights in those works. In situations where it is the College's position that it is the owner of the intellectual property rights in a work that is worthy of commercialization, the College will engage in a revenue sharing relationship with the creator or creators of that work. In addressing intellectual property, the College is guided by those definitions and practices maintained by Industry Canada's *Canadian Intellectual Property Office* or its equivalent noted at:

http://strategis.ic.gc.ca/sc_mrksv/cipo/welcome/welcom-e.html

Specific regard for intellectual property at St. Lawrence College is further outlined as follows.

1. Definitions

1.1 Intellectual Property

Intellectual property, simply defined, is any form of knowledge or expression created with one's intellect. For the purposes of this policy, intellectual property includes all of the interests and rights to all Canadian and foreign registered, pending and common law, trade names and trademarks; all Canadian and foreign issued patents and pending therefore; all Canadian and foreign copyrights, whether or not registered; rights of publicity; franchises and all technology rights and licenses, including computer software and all proprietary know-how, trade secrets, inventions, discoveries, developments, industrial designs, creative works, research and formulae, whether or not patentable; and all other proprietary information or property relating to works created at or in conjunction or in partnership with the College, and any improvements, updates, enhancements or modifications related to any of the foregoing.

1.2 Copyright

Copyright means the right to copy. In Canada, all original creative works are protected by copyright. Only the copyright owner has the right to decide when and how the work is copied. Under Canada's Copyright Act, the person who

owns the copyright is most often the creator of the work. If the work is created in the course of employment, the employer holds the copyright. Copyright protection is automatic upon the creation of a work, and applies whether or not a copyright statement appears on the material. In general copyright expires 50 years after the death of the author.

For the purposes of this policy, copyright means, in relation to a work, the sole right to produce or reproduce the work or any substantial part of the work in any material form, including without limitation, in electronic form and to communicate electronic copies of the work.

1.3 Licensing Agreements

Licensing Agreements relate to written agreements between the College and third parties, in which the College grants the third parties the right to use materials proprietary to the College (or proprietary to others, and in which the College has licensing rights) upon terms and conditions set out in the written agreements.

1.4 Patents

A patent establishes a right to exclude others from making, using or selling an invention from the day the patent is granted to a maximum of 20 years after the day on which it was filed for patent application. The patent also enables the public to view the patented information, but not to use it without permission.

1.5 Product Licenses

Product Licenses relate to licensing agreements between suppliers of proprietary products and materials, and the College, in which the College is granted the right to use those proprietary products and materials upon the terms and conditions set out in the product licenses.

1.6 Trade-mark

A trade-mark is a word, a symbol, a design (or a combination of these features), used to distinguish the wares or services of one person or organization from those of others in the marketplace.

1.7 Moral Rights

Whether or not the College owns the intellectual property rights of a work, and in particular the copyright therein (pursuant to the Copyright Act, 1985), it will take steps to protect the moral rights of the authors or creators of the work. Specifically, it is understood that the author or creator has the right to request, where reasonable in the circumstances, to be given recognition of the work by name or by pseudonym; to remain anonymous; or to choose not to be associated with any modification of the work that is perceived to be prejudicial to his/her honour or reputation.

The author or creator's moral right to the integrity of the work is infringed only if the work is distorted, modified or mutilated, or used in association with a product service, cause or institution, to the prejudice of the author or creator's honour or reputation.

Moral rights may be waived in whole or in part, but they cannot be transferred to others.

2. Employee Work

Employees shall be the owners of the intellectual property rights in works they create, except where the work is created by the employee in the course of employment with the college.

2.1 In determining whether a work has been created by an employee in the course of employment, the College may have regard to the following factors (which are not exhaustive):

2.1a whether the employee created the work during prescribed working hours at the College;

2.1b whether the employee created the work on College premises, or using College resources and property to do so;

2.1c whether the College has remunerated or compensated the employee for the work;

2.1d whether there is a written agreement giving further clarification.

2.2 Where the College owns the intellectual property rights in a work, the creator or author, as the case may be, shall have a non-exclusive right to use the work, provided the creator or author is an employee, and only in the course of contractual relationship with the College. The creator or author of such a work, but who is an associate of the College and not an employee, may request from the College a non-exclusive right to use the work.

2.3 Where an employee creates a work during the leave year of a prepaid leave program, without using the College's resources in doing so, the work shall belong to the employee unless otherwise agreed by the parties.

2.4 Where an employee wishes to use College resources to create a work outside the course of employment, the employee shall first be required to inform the College of the creation of the work, so that a mutually satisfactory written agreement covering, among other things, ownership, use and revenue sharing, can be negotiated before the work is developed. In the absence of such a written agreement, when College resources are

used the College shall own the intellectual property rights in the work created.

2.5 Every application for Academic Professional Development Leave shall contain a full description of the proposed professional development activity. It is the College's intention to encourage employees to create works of innovation and discovery. Accordingly the application for Academic Professional Development Leave shall also contain a statement, signed by the employee and their supervisor, which sets out how any net profit from revenue generated by the commercial exploitation of such professional development activity, shall be shared between the College and the employee.

Where an Academic Professional Development Leave is approved, the College shall own the intellectual property rights in any work created and for which work the leave was granted.

2.6 Nothing in this document on the matter of patents and copyrights supersedes the terms and conditions of Article 13 of the Faculty Collective Agreement.

3. Non-Employee Work

Any agreement between the College and a person who is not an employee of the College to develop or create a work, shall be in writing and be executed by the parties. The agreement shall provide that the College shall be the owner of the intellectual property in any work developed or created by the person. This policy may be adapted by written contract between the parties.

4. Joint Initiatives with Outside Parties

Where the College enters into an agreement with a person or persons, that provides for or contemplates the development of a work in which intellectual property subsists, the parties will ensure that a written agreement sets out their respective rights in the intellectual property in the work, and any terms relating to the sharing of risk and revenue from the exploitation of the work.

5. Licensing Arrangements

5.1 Product Licenses

Where the college acquires a license to use a supplier's product, ownership of the intellectual property in the product being licensed shall be determined according to the provisions of the license. Where the license does not contain any provisions relating to intellectual property ownership, it shall be presumed that the supplier is the owner thereof. Any variations to the license shall be made in writing.

5.2 Licensing Agreements

Where the College enters into a license agreement with a third party to permit that third party to use materials or property developed or acquired by the College, the license agreement shall be in a form approved by the Vice President Academic and a copy shall be deposited with the Office of Academic and Research Services.

6. Student Work

Students shall be the owners of the intellectual property rights in works they create, except in the following situations:

6.1 where the College pays the students for the works they create, in which case the College shall own the intellectual property rights therein;

6.2 where the students use College resources and facilities to create the works, outside of their course requirements, in which case the students shall be required to obtain the College's consent to the use of its resources and facilities. It shall be a condition to the giving of such consent, that the College and the students enter into an agreement for the creation of the works, which agreement shall provide for, among other things, the ownership of any intellectual property rights in the works to be created, the exploitation of the works by the students and the College, and the sharing of any revenue by the students and the College from such exploitation.

6.3 where student work is produced as part of course requirements, unless otherwise agreed to by the College.

7. Classroom Recordings

Permission to make audio or video recordings of academic related activities for educational purposes should be sought from the appropriate professor(s) and students as a matter of courtesy before making such recordings, and permission shall not be unreasonably withheld. Such recordings shall only be used for defined educational purpose(s) pursuant to the *Freedom of Information and the Protection of Privacy Act*, or where required to accommodate persons pursuant to the *Ontario Human Rights Code*. If the College wishes to use such recordings for any other purpose, it will obtain written consent from all persons who are seen or heard in the recording.

The College shall own the content of the intellectual property recorded on audio or video tapes/discs/files developed or created in classroom activities by College employees.

The College acknowledges and respects the performing rights of all performers and participants in classroom activities, and agrees to obtain their consent to the

recording of their performances and activities. The College will use such audio and video recordings solely for educational purposes.

8. Copyright Notice

Where the College is the owner of copyright in any works created pursuant to this policy, or otherwise, it shall place the following copyright notice in a conspicuous place in the works:

© (year of publication) St. Lawrence College, Kingston, Ontario, Canada

Notwithstanding the above, consistent with the provisions of the *Copyright Act (1985)*, the College shall remain the owner of the copyright in all works created in the course of employment with the College pursuant to this policy, or otherwise, whether or not the work is marked with the copyright notice as described above.

9. Employee-Owned Work

The adoption and inclusion of employee-owned works in College course materials will be made only with the prior approval of the appropriate College administrator in accordance with College policy on conflict of interest.

10. Commercialization of Intellectual Property

Where the College owns intellectual property rights in a work which it wishes to commercialize, it shall consult with the creator(s) on the best means for commercialization. In pursuing successful commercialization, the College shall negotiate the sharing of net revenues with the creator(s) on a case by case basis with the minimum share to creators being 40% of net revenue.

The author or creator of a work in which the College owns the intellectual property rights may, with the College's prior approval, pursue opportunities to exploit the work, and negotiate with third parties on behalf of the College, contingent upon the College's final approval. The College shall always be a party to any agreement resulting there from. The agreement may provide that the author or creator of the exploited work is entitled to share in the revenue contemplated under the agreement, upon the terms set out therein.

11. The Office of Academic and Research Services

As part of its mandate, the Office of Academic and Research Services assists staff to deal effectively and efficiently with intellectual property issues and to ensure that there is consistency in the manner in which such issues are approached, and decisions resulting therefrom are made. To maximize the benefits to the College community from the creation of works in which intellectual property rights may subsist, the Office of Academic and Research Services will also serve as a resource centre for intellectual property precedents, including license agreements, technology development agreements, and revenue sharing agreements. The College shall ensure that a copy of any agreements to which it is a party shall be deposited with the Office of Academic and Research Services.

12. Use of St. Lawrence College's name on Created Works

The College has the right to be recognized or acknowledged in, or in association with, any work created in the course of employment/studies, by a St. Lawrence employee, student, or person with whom the College is otherwise dealing, or to be disassociated *and not named on* the work, and for work not created in the course of employment/studies as mutually agreed upon.

THE ABILITY OF INTERNATIONAL STUDENTS ADMITTED TO THE PROGRAM TO MEET PROGRAM REQUIREMENTS FOR DEGREE COMPLETION

Educated in CANADA but outside of Ontario?

St. Lawrence College recognizes diplomas and General Educational Development (GED) certificates from other provinces and territories as equivalent to the Ontario Secondary School Diploma. The majority of senior high school credits (equivalent to Ontario grade 11 and 12 must be at the university preparation level. You must also have all prerequisites listed for your program of choice.

Educated outside of Canada?

St. Lawrence College welcomes applicants educated in other countries. You must have the equivalent to the Ontario curriculum prerequisites for your program of choice, as well as documented proficiency in English.

English is not your first language?

In order to be successful and to be able to participate fully in class, all applicants must be fluent enough in English to understand instructors and the technical language used in their subject area. The college website has a current list of English proficiency assessment recognized for admission to our programs: <http://www.stlawrencecollege.ca/how-to-apply/admissions/proof-of-english-proficiency/>

TUITION, PAYMENT OF FEES, CHARGES, WITHDRAWALS AND REFUNDS

Please review the [Academic Policy Manual](#) (2019-20) Section 4 for information on Tuition and Fees, Charges, Withdrawals and Refunds.

Tuition and ancillary fees for the Honours Bachelor of Behavioural Psychology degree program are noted on the college website.

SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE

Please review the [Academic Policy Manual](#) (2019-20) Section 13 for information on Scholarships, Bursaries and Awards.

There is additional information posted at www.stlawrencecollege.ca – Pay For College.

STUDENT DISMISSAL / CODE OF CONDUCT

Please review the [Academic Policy Manual](#) (2019-20) Section 16 for information on The Student Code of Conduct.

STUDENT SUPPORT AND SERVICES

Please review the menu options posted at www.stlawrencecollege.ca – Our Campus and Services for information on a wide range of student supports and services.

Residence Guarantee for First Year Degree Students

St. Lawrence College Kingston is prepared to guarantee a room in residence to the first 60 students living outside the city of Kingston, who accept an Offer of Admission to one of our Bachelor's Degree programs, by May 15th, and follow the published application requirements.

INSTITUTIONAL CLOSURE

Security and emergency procedures including closures are posted at www.stlawrencecollege.ca – About – College Reports and Policies

SUPERVISION, PREPARATION AND EXAMINATION OF *THESIS*

The applied thesis is envisioned as an independent project based on the cumulative knowledge and experience acquired through the Honours Bachelor of Behavioural Psychology degree program. In the 4th year of the program, each student is expected to engage in an applied thesis that is relevant to the practice of Behavioural Psychology. The students are expected to analyze the research literature and applied resources, synthesize this information and present “best practices”, and offer a self-contained product that has a practical application to the field.

The applied thesis is a means to integrate the students’ conceptual learning with applied practice. The thesis should demonstrate the students’ depth of knowledge and understanding of the discipline, as well as their particular interest in the Behavioural Psychology field.

The Applied Thesis Manual provides essential guidelines to facilitate the process for students to complete a thesis and for supervisors to provide effective guidance. Students and supervisors are entering a two-semester journey with several stages. The faculty supervisor provides guidance and regular constructive feedback throughout the thesis project implementation and writing process. Faculty supervisors have at least a Master’s Degree in Psychology and extensive clinical experience.

Over the fall and winter semesters, the thesis writing process will include having the student submit drafts of the thesis sections. It is only through the student’s written work that faculty supervisor can judge the progress and quality of the student’s thesis. At all stages of writing, feedback is vital and therefore the faculty supervisor is expected to provide the student with constructive feedback twice on each thesis section.

Throughout the program, students have learned the importance of applying ethical practice in working with clients and in conducting research. For the thesis project, the same ethical standards apply. All research that involves living human participants requires review and approval by the St. Lawrence Research Ethics Board.

During the final semester, a second reader reviews each student thesis. The second reader may be a faculty member in the Honours Bachelor of Behavioural Psychology degree program or a clinician with at least a Master's degree in Psychology or related field and extensive clinical experience. The role of the second reader includes providing feedback on the thesis content and the student writing style. Having a second reader increases consistency in assuring that the thesis meets the high standards set by the Ministry for college degrees.



HONOURS BACHELOR OF BEHAVIOURAL PSYCHOLOGY

STUDENT PROTECTION INFORMATION CONFIRMATION PAGE

Freedom of Information and Protection of Privacy

The personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. The information is used by the College for administrative and statistical purposes, including (but not limited to) admission, registration and record maintenance as well as awards, scholarships and the administrative functions of Alumni Relations, the College Foundation and/or the ministries or agencies of the Government of Ontario and the Government of Canada. This information is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario.

Policies:

- Method of course delivery;
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- Student support and services;
- Institutional closure; and
- Supervision, preparation and examination of theses/dissertations.

Please sign that you have read and understand the above policies.

Signature

Printed Name

Date

SLC ID Number

Send this signed form by July 26, 2019 to:

School of Community Services c/o Mary Anne Metcalfe
St. Lawrence College
100 Portsmouth Ave., Kingston, ON K7L 5A6
Fax: 613-545-3944
Email: mmetcalfe@sl.on.ca