



UNIVERSITY OF SASKATCHEWAN

College of Pharmacy
and Nutrition

USASK.CA/PHARMACY-NUTRITION

Student Handbook 2019-2020

All readers and students are advised that the matters dealt with in the handbook are subject to continuing review and revision. This handbook does not supersede the College Academic Policies Document or the University Catalogue, which is the University's major regulatory publication. The University Catalogue includes admission procedures and deadlines, academic regulations, programs of study, academic standards, degree requirements, and general University policies and codes.

Details listed in this handbook are those on record as of August 2019.

College of Pharmacy and Nutrition
University of Saskatchewan
E3134 (E-wing) Health Sciences Building
Saskatoon, SK S7N 2Z4

Telephone: 306-966-6327

Fax: 306-966-6377

Email: undergrad-pharmacy-nutrition@usask.ca

Website: www.usask.ca/pharmacy-nutrition

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INTRODUCTION

This handbook is intended as a welcome to the College of Pharmacy and Nutrition, University of Saskatchewan for new students and a source of information about policies, procedures, and resources for all students. The Faculty is composed of many talented and dedicated members, who collectively have numerous strengths as scholars and educators. Our aim is to maintain academically strong educational programs that cumulatively provide you with a high level of professional training upon your graduation.

STUDENT CONDUCT AND APPEALS

The University of Saskatchewan advances the aspirations of the people of the province and beyond through interdisciplinary and collaborative approaches to discovering, teaching, sharing, integrating, preserving, and applying knowledge, including the creative arts, to build a rich cultural community. An innovative, accessible, and welcoming place for students, educators, and researchers from around the world, we serve the public good by connecting discovery, teaching, and outreach, by promoting diversity and meaningful change, and by preparing students for enriching careers and fulfilling lives as engaged global citizens. The pursuit of this mission requires an adherence to the principles and values of the University which include academic freedom, collaboration, commitment to community, different ways of knowing, learning and being, diversity, equality, and human dignity, excellence, a healthy work and learning environment, innovation, curiosity, and creativity, openness, transparency, and accountability, reconciliation, sustainability, collegiality, fairness and equitable treatment, inclusiveness, integrity, honesty, and ethical behaviour and respect.

The university is a key constituent of the broader community, and has a role to prepare students as global citizens, role models and leaders. The university expects students to exhibit honesty and integrity in their academic endeavours and to behave responsibly and in a manner that does not interfere with the mission of the university or harm the interests of members of the university community.

Students should become familiar with the Learning Charter which outlines the learning vision, core learning goals and student, instructor and institution commitments.

<https://teaching.usask.ca/about/policies/learning-charter.php#OurLearningVision>

There are three types of student matters that are facilitated by the Office of the University Secretary: appeals in academic matters, academic misconduct, and non-academic misconduct.

The documents are located on the following University of Saskatchewan website:

<https://www.usask.ca/secretariat/student-conduct-appeals/>

CONTACT INFORMATION

College Office: E3134 Health Sciences
Hours: 8:15 a.m. to 12:15 p.m.; 1:00 to 4:30 p.m.; Monday to Friday
Phone: 306-966-6327
Email: undergrad-pharmacy-nutrition@usask.ca

College Office Staff

Claire Sutton (Reception, SPEP[BSP]) (E3134 HLTH)
Jessica Knoop (Undergraduate Affairs) (E3134 HLTH)
Diane Favreau (Administrative Officer, Undergraduate Affairs) (E3116 HLTH)
Kerry Alcorn (Coordinator, Program Evaluation and Assessment) (E3118 HLTH)
Angela Friesen (Experiential Learning, Pharm.D.) (E3317 HLTH)
Erin Wrubelski (Administrative and Program Support) (E3127 HLTH)
Jennifer Pipin (Graduate Affairs) (E3200 HLTH)
Sandy Knowles (Executive Assistant to the Dean) (E3124 HLTH)

Other Administrative Personnel

Dr. Jane Alcorn (Dean) (E3210 HLTH)
Dr. Yvonne Shevchuk (Associate Dean Academic) (E3114 HLTH) **ON LEAVE JULY 1, 2019 TO JUNE 30, 2020**
Dr. Ed Krol (Acting Associate Dean Academic) (3D01.12 HLTH)
Dr. David Blackburn (Acting Associate Dean Research and Graduate Studies) (E3110 HLTH)
Dr. Carol Henry (Assistant Dean – Nutrition & Dietetics) (E3104 HLTH)
Dr. Kerry Mansell (Assistant Dean – Pharmacy) (E3208 HLTH)

Faculty and Staff

All faculty and staff are listed on the College's website:

<http://pharmacy-nutrition.usask.ca/>

STUDENT SUPPORT SERVICES

Students come to the University of Saskatchewan with diverse experiences, backgrounds and resources. Because the demands at university are high and study terms short, challenges or difficult circumstances (academic or non-academic) have the potential to interfere with studies. Students are encouraged to access the services available to help them address difficulties that are compromising their ability to succeed at university.

Sources of Information/Help

- Course Instructors
- Dr. Yvonne Shevchuk, Associate Dean Academic – E3114 HLTH – Yvonne.shevchuk@usask.ca - 966-6330; **Dr. Ed Krol Acting Associate Dean Academic (July 1, 2019 to June 30, 2020) – ed.krol@usask.ca ; phone 966-2011**
- Diane Favreau, Administrative Officer, Undergraduate Affairs – E3116 HLTH – diane.favreau@usask.ca - 966-6335
- College Office Staff
- Student Society (SPNSS) representatives
- Nutrition Resource and Volunteer Centre
- medSask – Your medication information service (medsask.usask.ca)
- Student Central – ground floor, Administration Building, 966-1212 Website: <http://students.usask.ca/>
- 24 Hr Emergency Assistance 5555

Campus Student Support Services

- *Student Wellness Centre (formerly Student Counselling and Student Health)*
Tel: 306-966-5768
Location: Place Riel Student Centre 4th floor
<https://students.usask.ca/health/stay-healthy.php>
- *Campus Safety (Protective Services)*
Tel: 306-966-5555
<http://www.usask.ca/protectiveservices/>
- *Discrimination and Harassment Prevention Services*
Tel: 306-966-4936
<https://wellness.usask.ca/safety/discrimination-harassment.php>

- *Aboriginal Students Centre (located in the Gordon Oakes Red Bear Student Centre)*
Tel: 306-966-5790
<https://students.usask.ca/aboriginal/asc.php>
- *Access and Equity Services*
Tel: 306-966-7273
Location: E1, Administration Building
<https://students.usask.ca/health/centres/disability-services-for-students.php>
- *Study Skills (Student Learning Services)*
Tel: 306-966-2886
 (A wide range of workshops and services are offered through this office including writing, exam taking skills, organizational methods and other topics.)
<https://library.usask.ca/studentlearning/?q=node/54>
- *Student Affairs and Outreach*
Tel: 306-966-5757
Location: Place Riel Student Centre 3rd floor
<https://teaching.usask.ca/about/socat.php>

General Student Information

- Student Cards – new students get cards at Upper Place Riel or Main Bookstore.
- Student Lockers – SPNSS (student society) now coordinates student lockers.
- Get to know PAWS and use it!
- The College communicates with you via your U of S NSID email only, and not Hotmail or other.
- Read your Email AND Announcements regularly (using PAWS + your NSID/password).
- Be aware of program requirements, your registration, important dates, etc.
- Solve problems EARLY! Seek help as soon as you need it.
- Important Dates: Academic Calendar is located on the main U of S website at <http://www.usask.ca/>

ESSENTIAL SKILLS AND ABILITIES REQUIRED FOR THE STUDY OF PHARMACY OR NUTRITION

Students who are pursuing a degree in Pharmacy are encouraged to review the *Essential Skills for Students in Pharmacy at the University of Saskatchewan* document that outlines the requisite skills and attributes for completion of the program leading to registration as a licensed Pharmacist. Details are found at the website:

<http://pharmacy-nutrition.usask.ca/programs/undergraduate-programs/bachelor-of-science-in-pharmacy-and-pharmd.php>

Students who are pursuing a degree in Nutrition/Dietetics are encouraged to review the *Essential Skills for Students in Nutrition at the University of Saskatchewan* document that outlines the requisite skills and attributes for completion of the program leading to registration as a registered Dietitian. Details are found at the website:

<http://pharmacy-nutrition.usask.ca/programs/undergraduate-programs/bachelor-of-science-in-nutrition.php>

ACCESS AND EQUITY SERVICES

Students who have disabilities (learning, medical, physical, or mental health) are strongly encouraged to register with Access and Equity Services (AES) if they have not already done so. Students who suspect they may have disabilities should contact AES for advice and referrals. In order to access AES programs and supports, students must follow AES policy and procedures.

The College has approved **disability accommodation procedures and policy documents**. The purposes of these documents located on the College website are as follows:

1. To outline the procedures which students with disabilities, who are current Bachelor of Science in Pharmacy or Doctor of Pharmacy or Bachelor of Science in Nutrition students, are applying to the Doctor of Pharmacy or Bachelor of Science in Nutrition programs, or who are accepted into one of those programs, are to follow regarding the registration of a disability.
2. To outline the process for the provision of accommodation in the admission process as well as the provision of accommodation in the classroom, laboratory, and structured practice experiences or experiential learning, or practicum settings.

<http://pharmacy-nutrition.usask.ca/students/prospective-students/admissions-information.php#GeneralInformation>

PROFESSIONALISM IN THE COLLEGE

TBA

FINANCIAL AID, LOANS, BURSARIES, AND STUDENT AWARDS

Various forms of financial aid and awards are available to undergraduate students in the College. These may be classified as follows:

- Student Loans
- Scholarships
- Bursaries

Student Loans

Government student loans and grants can help you finance your education. They are interest-free while you are in school full-time. There are three main categories of government student loan programs which are listed on the University of Saskatchewan website, including applications, at <https://students.usask.ca/money/loans.php>

Scholarships

Scholarships are based on academics/averages from the previous academic year, plus any additional criteria as listed. You must have been registered in a minimum of 18 credit units in the previous academic year in order to be eligible.

Bursaries

Bursaries are based on financial need for the current academic year, plus any additional criteria as listed. If you apply for a bursary, you **MUST** also fill out the financial need calculator which should be included with the award listings. You must be currently registered in 18 credit units of coursework in order to be eligible.

Applications for all listed bursaries and scholarships are made directly through the Scholarships and Bursaries channel in PAWS (paws.usask.ca/go/awards).

All University level awards (including College awards) are posted on the University of Saskatchewan website under 'Money Matters'.

<http://explore.usask.ca/moneymatters/awards/>

In addition to University awards, the College offers several undergraduate awards, scholarships, and bursaries for those students who are studying either pharmacy or nutrition. The College awards process differs slightly from the University process. General information is sent to all students in early fall regarding the application process. The deadline to apply for college awards (not university awards) is November 15.

ACADEMIC EXPERIENCE

The College of Pharmacy and Nutrition has an approved *Academic Policies Document*. The following sections are excerpts from this document, as well as excerpts from the University Catalogue.

1. Faculty Actions

- A grade of <50% will be counted as "one failure" regardless of the unit value of the course.
- Students with grades of less than 50% will be dealt with on an individual basis. The actual grade awarded will use the University grade of 49%, along with a grade comment of INF (Incomplete Failure).
- For the Nutrition program, all admission deficiencies must be removed before a student will be allowed to register in second year.
- Students cannot progress to the next year of the program without completing all the necessary requirements for that academic year unless special approval is granted by the Academic Affairs Committee. For students in the B.Sc.(Nutr.) program, the cutoff date is June 30.
- A student who has been "Required to Discontinue" must make application, including the test of critical skills and video interview, to return to the College of Pharmacy and Nutrition. An application from a prospective student who has been "Required to Discontinue" twice will not be approved except in extreme circumstances.
- A student who re-enters the College of Pharmacy and Nutrition after being "Required to Discontinue" will not retain credit for any course taken during the year in which the student was required to discontinue unless a grade of at least 60% had been obtained in that course.
- A student wishing to graduate must complete the courses for the degree of Bachelor of Science in Nutrition and Doctor of Pharmacy within a period of seven years after first registration in the respective programs in the College of Pharmacy and Nutrition. In exceptional circumstances permission may be granted to continue study beyond the seven-year limit. The student must meet the degree requirements in place when the extension is granted.
- A student must meet all Term 1 prerequisite courses in order to take Term 2 courses. Failure to do so will require the student to drop Term 2 courses.
- Students who wish to take an equivalent course through another institution for credit towards the Pharmacy or Nutrition program must submit their request through the Associate Dean Academic or designate. The course(s) must be completed by April 30 in the year of the student's program (i.e., a required course offered in year 2 must be completed by April 30).

2. Absence from Laboratory Sessions and Midterm Examinations, and Late or Missed Assignments

Policy on Absences and Missed Assignments

Students are expected to attend all laboratory sessions and all scheduled examinations and complete course assignments by the deadlines specified.

If due to illness, or other legitimate reason, a student is unable to attend a laboratory/examination or submit a course assignment by the stated deadline, the student must notify the laboratory instructor or professor prior to the event or deadline or within 48 hours.

Individual arrangements must be made with the instructor regarding the missed laboratory, midterm exam or assignment. Note that instructors are not required to set make-up assessments/experiences such as laboratories or examinations. If arrangements cannot be made:

the student will be awarded a "0" for the missed laboratory, examination, or assignment (or in the case of late assignments, there may be a different kind of penalty assessed). In the case of laboratories, the marks assigned for the missed laboratory may be reassigned to the overall laboratory mark or an alternate laboratory-related assignment may be required. In the case of midterm examinations, a makeup examination will **not** be provided. The marks assigned for the missed examination may be reassigned to the final examination or other course components as determined by the instructor.

A report of absence will be kept in the student's record. Repeated absences or failure to notify the instructor will be recorded as a failing grade with a grade of 49% and "INF" (Incomplete - failure) on the grade report for the course.

The above process will provide a way to detect abuses of the regulations. However, more importantly, it will alert instructors to patterns of problems, making it possible to catch these and provide timely assistance (or referral) to the student concerned. The information contained on the college forms is also very important should there be a subsequent faculty action and appeal of same by the student.

Procedures in Considering Student Requests

The College uses the University "Student Declaration of Absence Special Consideration Form" located at the following website:

<https://students.usask.ca/forms.php>

A request from a student for special consideration should be made to the instructor of the class via the form on which the student attests the reason for the request and signs the form.

When a request is made by a student (e.g., late or missing assignments, absence from laboratories and examinations), the instructor indicates his/her decision and returns the form to the Associate Dean Academic for approval.

Instructors should complete the appropriate form for each occurrence. Instructors should contact the Associate Dean Academic or designate to check for other occurrences before making a decision regarding the absence in question.

In cases where an incident occurs and the instructor is not informed by the student, the instructor should complete the form. The form will be kept in the student's file.

The instructor may also wish to keep supplementary notes of his/her own regarding the matter.

There may be cases where a student is hesitant to indicate details of the reason for the request. In such cases, the student should indicate “serious personal difficulties” or “serious health difficulties” on the form that goes into the student’s file. On a separate form or letter, the student will provide details of the difficulties and this would be placed in a confidential file in the office, where access would be limited to the Dean and the Associate Dean Academic.

The Associate Dean Academic will take action as she or he feels is appropriate (such as discussing the case further with instructors, contacting the student, referring the student to student services for assistance).

Guidelines for Instructors in Evaluating Special Requests

Illness. Students who are ill before or become ill during a midterm exam are strongly advised not to write/or finish writing the exam. Students who are absent due to illness or incapacitating distress must complete and submit a copy of the following form: *Student Declaration of Absence*. Should prolonged illness necessitate absence from more than one day of class or 10% of the laboratory component, a medical certificate may be requested, and it should indicate the expected duration of the absence.

Personal Circumstances. Credence should be given to the pressures students encounter in their personal lives, as the ability to function academically can be affected by personal circumstances (e.g., the illness of the child or spouse of the student, breakup of a relationship). In these cases and also for compassionate reasons (below), it may not always be to the student’s advantage to avoid writing a midterm exam, and this can be discussed with the student.

Compassionate Grounds. This is a valid consideration and does not necessarily depend on the relationship to the student. One student can overcome the trauma of the death of a relative or friend while another may be stressed considerably by the illness of another student. In the case of a death, the College will require the student to provide a funeral program.

Sports Teams. Absences and special writings of exams are permitted for students who are on University teams, or the equivalent of University teams (e.g., provincial team). The instructor should request documentation from the student (e.g., letter from the team coach).

Canadian Armed Forces. Students who are reservists in the Canadian Armed Forces and are required to attend training courses or military exercises, or deploy for full-time service either domestically or internationally, may be granted special accommodation with regard to attendance, availability of study materials, and assessment requirements (including mid-term and final examinations)

Vacation or Social Events. These are not considered adequate reasons for missing laboratories, writing a midterm examination at a different time than the rest of the class, or having an assignment deadline extended.

Professional Development Activities. In the case of professional development activities (e.g., PDW Conference), special requests are warranted as long as they are reasonable (i.e., do not extend substantially from the conference dates).

Unusual Circumstances. Examples include the student oversleeping or breakdown of a vehicle. This may

be considered valid once, but if it occurs more frequently, the instructor should not give special consideration to the student.

3. Final Examinations Policy and Procedures

See *Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning* for details on examinations, student grievances, appeals and discipline regulations)

<http://policies.usask.ca/policies/academic-affairs/academic-courses.php>

Students who are ill before or become ill during a final exam are strongly advised not to write/or finish writing the exam. A student who is absent from a final examination through no fault of his or her own for medical or other valid reasons may apply to the College for a deferred examination. To apply, a student must submit satisfactory documentary evidence to the College within three days of the missed examination.

A student who becomes ill during a final examination must notify the invigilator immediately of the inability to complete the examination (and submit documentary evidence as above).

A student who has sat for a given final examination and handed the paper in for marking will not be granted a deferred final examination.

Guidelines in Authorizing Deferred Exams

Students are responsible for any costs associated with writing deferred exams.

The College will approve deferred exams in the case of illness with a medical certificate, serious personal distress with a medical certificate, compassionate grounds (with documentation such as a funeral program), member of a provincial or national sports team (University teams would not schedule events during the exam period) and certain other special circumstances (such as a student oversleeping or being involved in an accident). In cases where a student oversleeps, the student should not go to the exam but rather contact the College Office. Sometimes it is possible for the student to write the exam later that day, whereas other times a deferred exam is authorized.

The College will only authorize special deferred exams (i.e., written at a time other than the regular deferred exam period) in the following circumstances:

- A continuing illness or other valid consideration prevents the student from writing during the regular deferred period.
- The exam must be written in time to permit the student to be eligible to meet Convocation deadlines or to begin an SPEP or experiential learning or practicum placement.
- It is a course in the College of Pharmacy and Nutrition, and the instructor and the student agree to a mutually agreeable time (on occasion this may happen for a course from another college, but only with the agreement of the course instructor).

4. Supplemental Examinations Policy

Students are responsible for any costs associated with writing supplemental exams.

Since the College of Pharmacy and Nutrition does not offer courses at Spring or Summer Session and since the timetable does not permit students to carry failed courses in the subsequent year of the program, the College will normally consider granting a supplemental examination to students registered in the College of Pharmacy and Nutrition.

Supplemental exams will only be granted if the student:

- achieves a weighted average of at least 60% in the year.
- achieves a final grade between 40% and 49%.
- has failed no more than two courses (regardless of the unit value of the course).

Students eligible for supplemental privileges will be notified after the faculty council meeting.

The college may grant, under extenuating circumstances, a SPECIAL supplemental examination to a student who submits satisfactory evidence of his or her inability to be present at the regular supplemental period or to begin an SPEP or experiential learning or practicum placement.

A student who receives an overall final grade between 40% and 49% in a Term 1 course, which is also a prerequisite to a Term 2 course, will be granted a special supplemental examination prior to the start of Term 2 if no other failures of Term 1 courses have occurred. If the student is unable to write the special supplemental at the allotted day and time, he or she will be allowed to write the special supplemental during the first week of classes in Term 2.

If the student passes the supplemental exam or special supplemental exam, a final grade of 50% will be entered on the student's record.

5. Dean's Honor Roll

To be included on the Dean's Honour Roll, a student must have a Sessional Weighted Average of 80% or greater and must have completed a minimum of 30 credit units in the Regular Session.

6. Degree With Distinction

Students whose Cumulative Weighted Averages are higher than 1.25 standard deviations above the mean of the average of their class and who also obtain minimum Cumulative Weighted Averages of 80.00% will receive the degree with Great Distinction. Students whose Cumulative Weighted Averages are between .50 and 1.25 standard deviations above the mean of the average for their class and who also obtain minimum Cumulative Weighted Averages of 75.00% will receive the degree with Distinction. Students' averages are calculated from the grades obtained on all courses taken to complete degree requirements, including failures.

PHARMACY – PROGRAM SPECIFIC INFORMATION

The Doctor of Pharmacy and Bachelor of Science in Pharmacy curriculums are located on the College website:

<http://pharmacy-nutrition.usask.ca/programs/undergraduate-programs/bachelor-of-science-in-pharmacy-and-pharmd.php>

Experiential Learning (Pharm.D.)

As part of the Pharm.D. experiential learning (EL), there are a number of requirements which must be completed prior to placements.

- Criminal Records Check with Vulnerable Sector Search
- Proof of Immunization
- Registration with Saskatchewan College of Pharmacy Professionals
- WHMIS Training

First Aid & CPR Certificates (BSP and Pharm.D.)

Students must complete a course in first aid and cardiopulmonary resuscitation during the Pharmacy program. At the time of graduation, each student must hold a valid Class A First Aid Certificate, and must have been certified for CPR (Level C with AED) by the Heart Foundation within the 12 months prior to graduation. Courses in First Aid and CPR will be made available to students during the Pharmacy program. Students may take these courses in the summer if certified courses are available to them. A student who already holds a valid certificate for either of these programs must present the certificate so a copy can be placed in their student record.

Public Speaking Certificate (BSP and Pharm.D.)

Students must complete a course in public speaking during their Pharmacy program. A "Speechcraft" course (arranged through the Saskatoon Toastmasters' Clubs) will be made available to students during their Pharmacy program. A student who holds a valid certificate indicating training in public speaking must present the certificate and appropriate course information for evaluation and entry into the student record.

Internship (BSP and Pharm.D.)

Students registered in either pharmacy program must register as interns with the Saskatchewan College of Pharmacy Professionals in order to participate in the required SPEP or experiential learning courses.

Examining Board (BSP and Pharm.D.)

Graduates of this university having the degree of BSP or Pharm.D. may apply to write the Qualifying Examinations of the PEBC. Passing of the examinations set by the Pharmacy Examining Board will satisfy the academic requirement of the other provincial pharmacy licensing bodies which participate in the P.E.B.C.

NUTRITION – PROGRAM SPECIFIC INFORMATION

The Bachelor of Science in Nutrition curriculum is located on the College website:

<http://pharmacy-nutrition.usask.ca/programs/undergraduate-programs/bachelor-of-science-in-nutrition.php>

Practicum

As part of the Bachelor of Science in Nutrition program, there are some requirements which must be completed at admission and prior to placements.

- Criminal Records Check with Vulnerable Sector Search
- Proof of Immunization

Requirements for the Dietetics Profession

Qualification for registration as a professional dietitian includes the following components: a Bachelor's degree in Nutrition or related area and specific undergraduate courses, professional experiences and a national examination. For students at the University of Saskatchewan the professional experiences are included within the degree.

On successful completion of the national examination, graduates are eligible for professional registration through their provincial dietetics regulatory body, for membership in the national association (Dietitians of Canada) and for positions as professional dietitians.

Second Degrees

Students in the College of Pharmacy and Nutrition who wish to complete their studies toward the Bachelor of Arts or the Bachelor of Science in addition to the Bachelor of Science in Nutrition are advised to consult the [Arts & Science](#) Undergraduate Office to determine the precise requirements.

Saskatchewan Community Nutrition Residency

The Division, together with the Saskatchewan Health Authority, sponsor the Saskatchewan Community Nutrition Residency. This program provides advanced training in community nutrition to dietitians.

Food Safe Certificates

Students are required to complete FoodSafe Level I and II during their program. FoodSafe Level I is an eight-hour, nationally recognized training program for food handlers, and is taken in the first year. FoodSafe Level II is an eleven-hour program, designed for food service managers, and is taken prior to Nutr 366. Students who already hold FoodSafe Level I or equivalent (e.g., National Sanitation Training Program Certificate) and Level II certificates are not required to repeat the programs, provided that they have been taken within the last three years, but must present the certificates for consideration and entry into the student record.

Public Speaking Certificate

Students are required to complete an extramural course in public speaking during their program. A "Speechcraft" course (arranged through the Saskatoon Toastmasters Clubs) will be made available to students during their second year of the Nutrition program. A student who holds a valid certificate indicating training in public speaking may present the certificate and appropriate course information for consideration in lieu of Speechcraft, and entry into the student record.