

Important Dates

Friday, August 14

Coffee Party
10:00 a.m. in ED-562

Monday, August 17

Hill-Ivey Scholarship Celebration
10:00 a.m. in ED-514

Tuesday, August 18

Farewell to Rhoda Ferner
3:00 p.m. in ED-562

Tuesday, August 18

Last Day of July/August Classes

Fri., Aug. 21 – Tues., Aug. 25

July/Aug Semester – Exam Period

Sat/Sun August 22/23 & 29/30

EMBA Weekend Workshops

Thursday, August 27

Coffee with new EMBA Group
2:45-3:00 p.m.

Monday, August 31

Faculty Retreat
8 am – 3:30 pm at the Travelodge
4177 Albert Street (South)

Wed/Thurs, September 1 & 2

New Faculty Orientation
(for new faculty members only)

Thursday, September 3

Orientation Day
10:45-11:30 Parent Orientation in
ED-558
3:30-4:45 Info Session for New
Students at the Owl

Friday, September 4

1st Day of EMBA classes–Cohort 4

Coffee Party – Friday, Aug. 14

Faculty & staff are invited to join us for a coffee party on Friday, August 14 at 10:00 a.m. in ED-562. See you there!

Hill-Ivey Scholarship Reception – Aug. 17

Please join us in congratulating the Hill-Ivey Scholarship recipients at a special morning reception:

Date: Monday, August 17

Time: 10:00 a.m. – 10:30 a.m.

Place: ED-514

We will be joined at this reception by some parents, as well as Paul Hill, VP (Academic) Gary Boire, and possibly members of the media. We hope you can join us!

Rhoda Ferner – Farewell on Aug. 18

Congratulations to **Rhoda Ferner**, who will be taking on a new role as Dean's Secretary in the Faculty of Fine Arts effective August 19. Please join us for coffee & cake to say farewell to Rhoda on Tuesday, August 18 at 3:00 p.m.

Birth Announcement

- Congratulations to **Janice Leibel** on the birth of her granddaughter, Aven Bell Leibel, born August 2, 2009, weighing 5 lb., 7 oz., and 17" long.

Dean's Research Grant Program

The next deadline for the Dean's Research Grant program is **Tuesday, September 8, 2009**. The fund provides financial support for research projects that are intended to result in a peer-reviewed journal publication, and that will have a member of the Faculty of Business Administration as principal investigator. The maximum amount of the grant is \$5,000, and applicants may receive a maximum of \$5,000 in a given academic year (May 1-April 30). Grants cannot be used for conference travel or for buying teaching release.

Faculty members should complete the 2-page Dean's Research Grant application form at:

http://www.uregina.ca/admin/Faculty_Information/dean_research_grant.html

Please see **David Senkow** or **Anne Lavack** if you need the password to access the Faculty Information section of our website.

Important Dates

(cont'd)

Saturday, September 5

1st Day of EMBA classes–Cohort 3

Monday, September 7

Labour Day – University Closed

Tuesday, September 8

First day of Fall Classes

Friday, September 11

Faculty Council

10:00-11:30 a.m. in ED-558

Friday, September 25

BSS Golf Tournament

Friday, October 9

Faculty Council

10:00-11:30 a.m. in ED-558

Monday, October 12

Thanksgiving – University Closed

Saturday, October 17

Fall Convocation

2-4 p.m. at Conexus Arts Centre

Thursday, October 29

CEO Advisory Circle

12 noon – 2:00 p.m. in ED-562/514

Thursday, October 29

36th Annual Business Dinner

Delta Hotel

6 pm Cocktails; 7 pm Dinner

Wednesday, November 18

Global Entrepreneurship Week

Panel Discussion

4-6 p.m. at 10 Research Drive

Friday, November 27

Faculty Christmas Party

Hotel Saskatchewan

6 pm Cocktails; 7 pm Dinner

Tickets: \$25 per person

Friday, December 4

EMBA End-of-Semester Party

(Cohort #4)

4:45-6 p.m. at University Club

Saturday, December 5

EMBA End-of-Semester Party

(Cohort #3)

4:45-6 p.m. at University Club

Getting Ready for Fall Semester

Fall 2009 semester is nearly upon us, so here's a list of important things to think about:

- The electronic version of your course outline should be submitted to **Raelynn Moorhead** for posting on our website. Students rely on these course outlines to help them choose their courses, so please submit as soon as possible.
- Check to see how many students are registered in your course by going to the following website and searching for your course:
https://banner.uregina.ca/prod/sct/bwckschd.p_disp_dyn_sched
- Submit course outlines for printing at least a week before class begins, using a Printing Requisition form in the back office. Please do not take your course outline down to Printing Services directly; if it becomes a rush, ask one of our staff members at the front desk to do this for you.
- Check your classroom (borrow the K-key from the front desk if your 5th or 6th floor classroom happens to be locked). Make sure the computer in your classroom has any special software you might need. (If it doesn't, please see **Thomas Tse**.)
- Check the final exam times for your courses, and be sure you're available for these times.

Course Outlines

Your course outline is like a contract between you and the students, so it needs to clearly outline the following:

- Course name, number, location, and time
- Instructor's name, contact information, and office hours
- Any prerequisites for the course
- Content of the course (list of class dates and topic for each date)
- A list of assignments and examinations, with due dates
- The grading scheme: weightings of the assignments and examinations
- The instructor's policy on attendance
- The instructor's policy on late assignments & missed midterms/quizzes
- Procedure for special needs students

It is also worthwhile to include a statement about academic integrity (plagiarism, cheating), referring students to the University Calendar for more information.

A **course outline template** is posted on the password-protected portion of our website (see **David Senkow** or **Glenys Sylvestre** for the password).

In the News...

- **Anne Lavack** appeared on Global TV 6:00 p.m. News on Thursday, August 6 discussing the First Ministers' Conference and the economic outlook for Saskatchewan.
- **Anne Lavack** appeared on Global TV 6:00 p.m. News on Friday, August 7 discussing the latest Statistics Canada unemployment figures for Saskatchewan.