



# **FACULTY OF COMMUNICATION STUDIES**

## **Student Handbook**

**2015 - 2016**

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# **MISSION and VISION**

## **Our mission is ...**

The Faculty of Communication Studies will be recognized for excellence in the quality of its graduates, visible research programs and the advancement of knowledge through public outreach and professional service.

## **Our vision for the future is ...**

The Faculty of Communication Studies will be nationally and internationally recognized for producing well prepared communication graduates, developing visible research programs, and advancing knowledge through public outreach and professional service.

# DEAN'S WELCOME



**Marc A. Chikinda, MA, LTC (Lon), AMRC**

Congratulations on being accepted as a student in the Faculty of Communication Studies!

You can take justifiable pride in knowing that you were among those chosen, from over 1100 applications, to enter a program of studies in our Faculty. Today, you will begin your educational journey through one, or more, of the Faculty's programs. In doing so, it will soon become apparent to you that your professors are eager to assist you in this journey. They are remarkable resources who will, over time, become teachers, mentors, and yes, even friends. All they ask from you in return is seriousness of purpose, energy, and abundant curiosity. Give your professors these things, and they will help acquaint you with your potential, both as a communications industry professional, and as a thoughtful contributor to a more civil society. I look forward to meeting with many of you, as you progress through your journey.

Luctor et Emergo.



# GENERAL INFORMATION

This handbook is intended to guide you in your endeavors while you are a Communication student at Mount Royal University. The handbook is meant to provide information on policies and procedures specific to the Faculty and to orient you to the people and resources available. However, you should not rely on this handbook to answer all your questions concerning Mount Royal. Below are a list of publications and resources that contain more information. It is your right and responsibility to explore the services offered throughout the University and Faculty.

## Mount Royal University Calendar

Mount Royal has a number of policies and procedures in place that you, as a new student, should familiarize yourself with as soon as possible. Ensure that you read the Calendar carefully in order that you do not miss important deadlines and information and to understand your rights and responsibilities.

## Student Guides

Online you will find Student Guides that contain information regarding your rights and the services available at Mount Royal.

- Student Association Services Directory: [www.samru.ca](http://www.samru.ca)
- Resident Student Handbook and Conduct Guide: [www.mtroyal.ca/CampusServices/LivingOnCampus](http://www.mtroyal.ca/CampusServices/LivingOnCampus)
- Code of Student Conduct: [www.mtroyal.ca/CampusServices/CampusResources/StudentConduct](http://www.mtroyal.ca/CampusServices/CampusResources/StudentConduct)

## Websites

If you haven't checked it out yet, visit the Mount Royal University web site at: [www.mtroyal.ca](http://www.mtroyal.ca). This site lists the programs and services the University provides and links to resources. For a complete listing, please refer to the Mount Royal Calendar and [www.samru.ca](http://www.samru.ca).

The Faculty of Communication Studies has two websites.

- One is accessed through the official MRU website: [www.mtroyal.ca/communicationstudies](http://www.mtroyal.ca/communicationstudies)
- The other site is updated by the Faculty and provides links to student-driven websites and initiatives and a showcase of student work from all programs. The address for this site is [www.mtroyalcommunications.ca](http://www.mtroyalcommunications.ca)

## Campus Card

The Mount Royal Campus Card is the official identification card for students attending Mount Royal University. The information on your card includes name, student identification number, and your photo. This card gives you swipe card access to the Faculty of Communication Studies facilities, many of your classes and a variety of departments such as the Library and Recreation.

To obtain your Mount Royal Campus Card, you will need your student identification number and one piece of government issued photo identification or two pieces of non-photo identification, and you must also have completed your course registration for the fall semester. The Campus Card Office is located in Room E251. Hours: mid August - April, Monday through Friday 8:30 a.m. to 4:30 p.m. Further information is available on the following website: <http://www.mtroyal.ca/CampusServices/CampusResources/CampusCard/index.htm>.

### **Email**

All students are required to use their **@mtroyal.ca** email account. This will be the primary contact for professors to communicate with students. The staff in START, Room T106, offer training sessions to help with access to MyMRU account and site.

### **MyMRU**

Dedicated site on Mount Royal University website for use by students and employees. Student access is achieved by accessing the MRU website at [www.mtroyal.ca](http://www.mtroyal.ca), clicking on MyMRU, entering your MRU email address (abcde123@mtroyal.ca) and password and then clicking on Student Resources.

### **Change of Address and Telephone**

To update your personal contact information:

- Call: 403.440.3303
- E-mail: [creditregistration@mtroyal.ca](mailto:creditregistration@mtroyal.ca)
- Go in person to the Office of the Registrar Wicket #'s 1 - 8 in A101 (Kerby Hall)

### **Other Resources**

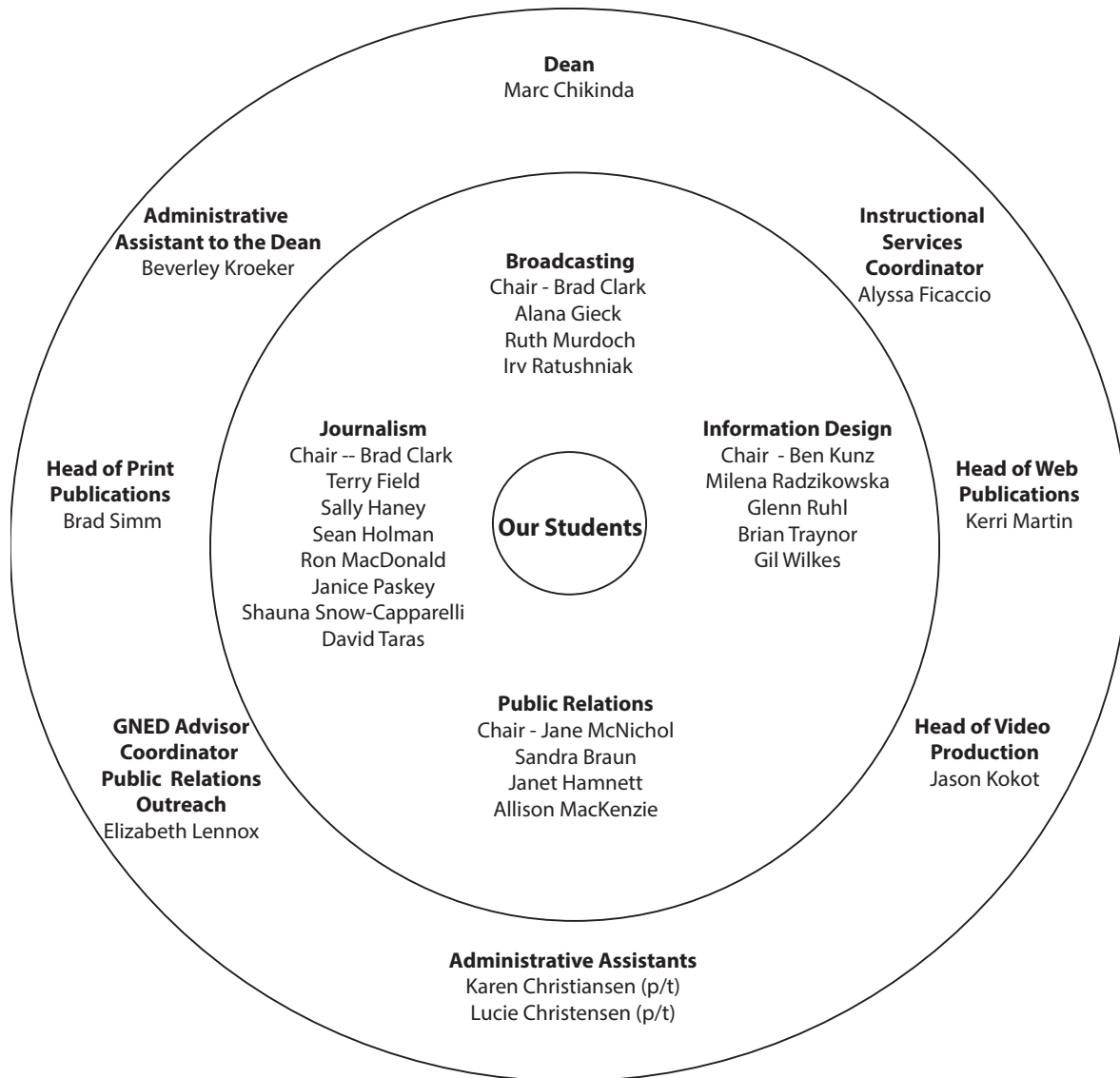
Mount Royal and the MRU Students' Association offer a wide variety of up-to-date resources:

- Career services
- Library
- Health services
- Student housing
- More

### **Holidays**

- Thanksgiving – Monday, October 13
- Reading Day – Monday, November 10
- Remembrance Day – Tuesday, November 11
- Christmas Break – Thursday, December 25 to Thursday, January 1
- Family Day – Monday, February 16
- Reading Week – February 17 – 20
- Good Friday – Friday, April 3
- Easter Monday – Monday, April 6

# ORGANIZATIONAL CHART





# FACULTY and STAFF

## Dean

Marc Chikinda 403.440.6117 mchikinda@mtroyal.ca

## Administrative Assistant to the Dean

Beverley Kroeker 403.440.6072 bkroeker@mtroyal.ca

## Instructional Services Coordinator

Alyssa Ficaccio 403.440.6958 aficaccio@mtroyal.ca

## Administrative Assistants

Karen Christiansen 403.440.5624 kchristiansen@mtroyal.ca

Lucie Christensen 403.440.6421 lchristensen@mtroyal.ca

## Student GNED Advisor and Public Relations Outreach Coordinator

Elizabeth Lennox 403.440.5698 elennox@mtroyal.ca

## Head of Print Publications

Brad Simm 403.440.6946 bsimm@mtroyal.ca

## Head of Web Publications

Kerri Martin 403.440.5190 klmartin@mtroyal.ca

## Head of Video Production

Jason Kokot 403.440.6487 jkokot@mtroyal.ca

## Broadcasting

*Chair: Brad Clark* 403.440.5696 bclark@mtroyal.ca

### *Full-time Faculty:*

Irv Ratushniak 403.440.6114 iratushniak@mtroyal.ca

Alana Gieck 403.440.5695 agieck@mtroyal.ca

## Information Design

*Chair: Ben Kunz* 403.440.7091 bkunz@mtroyal.ca

### *Full-time Faculty:*

Glenn Ruhl 403.440.6732 gruhl@mtroyal.ca

Milena Radzikowska 403.440.8941 mradzikowska@mtroyal.ca

Brian Traynor 403.440.6944 btraynor@mtroyal.ca

Gilbert Van Buren Wilkes IV 403.440.6523 gwilkes@mtroyal.ca

**Journalism**

<i>Chair: Brad Clark</i>	403.440.5696	bclark@mtroyal.ca
<i>Faculty:</i>		
Shauna Snow-Capparelli	403.440.6561	ssnowcapparelli@mtroyal.ca
Terry Field	403.440.6189	tfield@mtroyal.ca
Sally Haney	403.440.5957	shaney@mtroyal.ca
Sean Holman	403.440.6334	sholman@mtroyal.ca
Ron MacDonald	403.440.6115	rmacdonald@mtroyal.ca
Janice Paskey	403.440.8744	jpaskey@mtroyal.ca
David Taras	403.440.5564	dtaras@mtroyal.ca

**Public Relations**

<i>Chair: Jane McNichol</i>	403.440.5697	jmcnichol@mtroyal.ca
<i>Faculty:</i>		
Sandra Braun	403.440.5913	sbraun@mtroyal.ca
Janet Hamnett	403.440.6118	jhamnett@mtroyal.ca
Allison MacKenzie	403.440.8748	amackenzie@mtroyal.ca

You can get to know more about our faculty and staff by going to:  
[www.mtroyal.ca/communicationstudies](http://www.mtroyal.ca/communicationstudies), and clicking on 'Faculty and Staff' on the left.

# ACADEMIC MATTERS

## **Attendance**

The programs in the Faculty of Communication Studies are fast paced and challenging so students quickly fall behind if they do not attend classes regularly. A portion of your final grade may be based on participation and attendance. The penalty for missed classes is left to the discretion of the professor. The professor may expect a phone/e-mail message if you are unable to attend; some may take off marks for unexplained absences. It is the students' responsibility to meet the course requirements. Carefully read the course outline to find your professor's policy.

## **Assignment Deadlines**

It is a good idea to copy assignment deadlines and test dates for all your courses into your day timer as soon as possible to help you plan for the term. The Faculty of Communication Studies reflects the business environment that you will work in, therefore, assignment deadlines must be met. Deadlines are clearly stated in the course outlines and students are expected to inform the professor well in advance if the deadline cannot be met. There will not be any special consideration given to late assignments due to problems with email or fax machines. Missed deadlines may result in an "F" grade.

## **Advising**

Faculty of Communication Studies students receive their academic advising directly from their program Chair, not from the staff in the Advising Centre. Chairs are available first and foremost to help you ensure all your academic requirements are met each year and to make sure any changes to your timetable, such as adding or dropping courses, are done properly and to your best advantage. Your program Chair may assign advising to professors in your program - contact your Chair for details. Any and all changes or exceptions made to your academic requirements must be signed in writing by the Program Chair.

*For General Education course advising see Elizabeth Lennox in T284 at 403.440.5698*

## **Time Management**

In keeping with current industry demands for team players, many professors may assign students group projects. These projects require a great deal of preparation time outside of the classroom. In order to accommodate your team members and your own timetable, you need to develop strong time management and project scheduling skills.

Student Learning Services, located in Room T123, offers free time management workshops, as well as many other workshops in learning strategies and skills that will enhance your academic success.

## **Student Technicians and Resource Tutors (START)**

START is an innovative tutorial program that provides technical training and support for faculty,

staff and students at Mount Royal. Students are encouraged to drop in to the START office, Room T106, to take a free workshop or to book a one-on-one appointment.

### Handing in Assignments

Your professor will provide you with details for handing in assignments and on how/when assignments will be returned. If directed to use professor drop boxes, these are located in the T Wing, 2nd floor, across from the T243 Computer lab.

### Grades

The University does not mail out final grade statements. Students are responsible for confirming their final grades and academic status at the end of each semester by accessing MyMRU ([www.mymru.ca](http://www.mymru.ca)).

### Faculty of Communication Studies Grading System

The letter grade-percent correlation will be consistent with specific grading standards set for the Faculty of Communication Studies.

Percentage	Grade	Value	Description
95 - 100	A+	4.00	Excellent. Superior performance, showing comprehensive understanding of subject matter.
85 - 94	A	4.00	
80 - 84	A-	3.70	
77 - 79	B+	3.30	Good. Clearly above average performance with knowledge of subject matter generally complete.
73 - 76	B	3.00	
70 - 72	B-	2.70	
67 - 69	C+	2.30	Satisfactory. Basic understanding of subject matter.
63 - 66	C	2.00	
60 - 62	C-	1.70	
55 - 59	D+	1.30	Marginal performance. (Generally insufficient preparation for subsequent courses.)
50 - 54	D	1.00	
0 - 49	F	0.00	Fail. Assigned to students: a) who do not meet the academic requirements of the course, or b) who cease to continue in the course, but do not withdraw as per Mount Royal University policy.

### Application to Graduate

Students are responsible for notifying the Office of the Registrar of their intention to graduate. Application to Graduate forms are available online at [www.mymru.ca](http://www.mymru.ca) and must be submitted prior to the appropriate deadline as indicated in the Academic Schedule in the Mount Royal Calendar.

### Student Evaluation of Professors

Professors are evaluated by students throughout the year. The comments and suggestions students make are taken seriously and changes are often made as a result of the student evaluations.

# MONEY MATTERS

## **Automated Teller Machines (ATM)**

There are three ATM's on campus. They are located:

- On the first floor by Tim Hortons
- On the first floor by the East Gate Entrance
- In Wyckham House

## **Student Health and Dental Plans and Canadian Student Health Network (CSHN)**

All full-time students (nine or more credits) are automatically enrolled in the Student Association Health and Dental Plan and the Canadian Student Health Network (CSHN). Students may pick up their CSHN card in Room Z001 Wyckham House. Students may opt out of CSHN with proof of comprehensive coverage from another plan. The opt-out date and the cost of CSHN is outlined by accessing the following: [www.gallivan.ca/studentnetworks/members/MountRoyal/mru.html](http://www.gallivan.ca/studentnetworks/members/MountRoyal/mru.html).

**Dental services** are provided through designated dental centres. Contact the CSHN office, Room Z001, Wyckham House, before visiting a dentist.

**Health services** are available in the Encana Wellness Centre. Complete medical care is offered on campus in Room U220.

## **Non-credit Work Terms and Practica**

Students in the Bachelor of Communication degree programs will participate in at least one non-credit work term (a minimum of 12 weeks full-time work or 450 hours). Work term employment is paid work however, students may need to plan for a possible delay of up to six weeks before receiving a pay cheque from the employer.

Students in the Broadcasting Diploma program participate in a three to four week, non-paid radio or television practicum.

For work term and practica fee information, please check the Fee Schedule online at: [www.mtroyal.ca/AcademicSupport/AcademicCalendar](http://www.mtroyal.ca/AcademicSupport/AcademicCalendar)

## **Scholarships and Awards**

Students from the Faculty of Communication Studies are eligible for a variety of awards geared specifically to Communication programs. It is in your best interest to consult the Mount Royal website to see if you are eligible for these or other MRU awards. Beginning December 1, 2014, applications will be available online at [www.mtroyal.ca/awards](http://www.mtroyal.ca/awards). **The deadline to apply for awards/scholarships is March 1, 2015.**

The list of Faculty of Communication Studies awards and scholarships is on the following website: <http://www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/Communications/ScholarshipsAwards/index.php>.

**Student Loans and Financial Aid**

Students may apply for provincial and federal student loans any time during the academic year. The processing time for student loans is generally four to six weeks. If a student can foresee financial difficulties, he or she should contact a Student Awards Officer in Student Awards and Financial Aid, Room E102, 403.440.6223.

Bachelor of Communication work term students need to fill out a Confirmation of Enrolment form, available from Student Awards and Financial Aid and submit it to their banking institution while on a work term to ensure that their student loan will stay in an interest free status. Interest starts to accumulate on Canada student loans on the last day you are enrolled in school and six months after your classes have ended on the Alberta provincial student loans. Please check with your home province if you have a loan outside of Alberta.

**Student Professional Development Funds**

Over the past few years students in the Faculty have become increasingly interested in participating in professional activities such as conferences and workshops. Because the registration and travel costs can be prohibitive, we have created a \$2,000 account to support student professional development. Application forms are available from Beverley Kroeker in Room T254.

# FACILITIES and SERVICES

## FACILITY POLICIES – O and T WINGS

### Intent

The environment is an important element, aesthetically and functionally, in the teaching and learning process in the Faculty of Communication Studies. The purpose of this policy is to ensure a positive learning environment for current and future students.

### Access to Faculty of Communication Studies Facilities

You must use your Campus Card for access to Faculty of Communication Studies facilities. Access to O219 and T119 is monitored by swipe card-readers and should be automatic according to your class schedule. For any problems, go to Security Operations, the kiosk to the left of Security at the West Gate Entrance.

Only Faculty of Communication Studies students registered in the current semester, faculty and staff of the Faculty of Communication Studies are provided with access to these facilities. Other persons must be given permission by a Chair or the Dean. No unscheduled guests are permitted. Any student who breaches the security system in any manner, including lending their access card to others or propping open doors may have their privileges to use the Faculty of Communication Studies facilities revoked.

### Project Rooms

Project Rooms in O219 are available for all Faculty of Communication Studies students to use. You can reserve a project room by putting your name, date and time you wish to reserve the room on the sheet posted outside the room. Please clean up the room and/or erase the boards when you leave.

### Food and Beverage Consumption

**NO FOOD** or **OPEN BEVERAGE CONTAINERS** (with or without lids) are permitted in all Faculty of Communication Studies computer labs, edit suites, control rooms, or other rooms/facilities where equipment is present. Water bottles with screw-on caps may be used provided the water bottles are kept closed and on the floor. Due to the sensitivity of the equipment in these facilities, the consumption of **food and beverages** is permitted in the **OPEN AREA** of **O219 ONLY**. **Beverages with lids** are permitted in **Room O205 ONLY** and the **O219 Project Rooms ONLY**. Tables have been provided in each of these rooms/facilities for students to leave their food and beverages while class is in session. Professors are not to permit students with food or beverages access to their classes if they attempt to break these rules. Students who repeatedly violate these rules will have their hours in these facilities restricted to in-class time only.

**Exemptions:** There may be occasions that require an exemption from this policy. Proposals and requests for exemptions are to be submitted to the Dean for approval. The person



submitting the request is responsible to ensure the space is left clean and tidy. Approved exemptions include the following:

- Students working on The Calgary Journal are exempt from the food policy Wednesday, Thursday, and Friday evenings from 4:00 p.m. to midnight in O221E ONLY.
- Broadcasting students will be allowed food and beverages in the foyer area of the radio station T119 ONLY when special programming is taking place i.e. election coverage, remote broadcasts, receptions, etc.

### **Computers and Printers**

Computers are available to all Communication students in the following designated labs:

- Mac: O219A, O221D (Journalism only), O231, O235, O239, O241
- PC: T119A (Broadcasting only), O211, O213, O219A, T243

These labs have specialized software to complement the course work in Communication Studies. For printer supplies call the Help Desk at 403.440.6000.

On campus printers require payment through the P-counter. Before printing in either the O Wing or the T Wing you must add money (\$.25, \$1, \$2, \$5, \$10, \$20) to the P-counter machines which are located as follows:

- On the second floor main hallway, adjacent to the Herb 'n Market Cafeteria
- Just inside the library doors
- Main level of East Business Building
- Campus Card Office (Room E251)
- Main street - near the bottom of the stairs to the West Gate

Computers and printers are also available to all Mount Royal students in the Student Computing Centres located in Rooms E151, EA2047, EB1112. Printing in these labs is also done through the P-counter system.

### **Display Cases and Bulletin Boards**

Display cases have been installed throughout the Faculty of Communication Studies facilities. The purpose of the display cases is to display quality student product and publications and to serve as a communications vehicle for students, faculty and staff. They may be used for program-specific purposes and the designated program is responsible for posting material on their bulletin boards. Students may post items on the open magnetic boards only and no materials are to be posted on any surface other than bulletin boards and display cases. All materials must be dated. Any request involving permanent signage, additional bulletin boards or other alterations to the structure or finish of the Faculty must be referred to the Dean. Material not posted on bulletin boards and material posted in non-conformance to the policy will be removed, and any costs to repair any damages will be assessed to the originating party. Display and bulletin boards are located in O219 and T119. Lucie Christensen, the Administrative Assistant in T243B, is responsible for the coordination of these displays.

### **Library Media Services**

The Faculty of Communication Studies has equipment the library will sign out to students in specific courses, however, you must sign an equipment loan agreement form first. Your professor will give you the loan agreement form and details on booking procedures in the courses that use this specialized equipment. This form needs to be completed and returned to either your professor or Alyssa Ficaccio in T252.

The library also has other equipment available for on-campus loan to students.

- A professor must sign off for students to borrow any of the following: VPU, laptop computer and camcorder.
- Students may sign out equipment such as a television with DVD/VCR operating on VHS, Beta and Umatic, tri-pod, remote, CD player, tape player, slide projector, overhead, screen, 16mm film projector, or flip chart. The library will provide operating instructions if requested and students should book equipment a minimum of one week in advance.

### **Printing Services**

Located at Room K105, Document Services offers a variety of printing services to students including consultation, estimates and graphic printing as well as photocopying, colour copying, binding, custom publishing, shrink wrapping, laminating, and perforating services.

### **Photocopying**

There are coin operated black and white photocopiers in the library, one machine at the bottom of the West stairwell and one located in A200, Career Services.

### **Faxing**

Students can send and receive faxes:

- School-related faxes from the Faculty of Communication Studies Office, 403.440.6563.
- Work term or practica related faxes through Career Services located in A200, fax number 403.440.6655.
- Copymat in Room Z006, and MRU Receiving, Room I108, for a small fee.

### **Copymat and Wycked Used Books**

- Copymat, located in Wyckham House basement, Room Z006, offers students low cost laminating, photocopying (including colour), desktop publishing services, cerlox binding and other services.
- Wycked Used Books, also located in Room Z006, sells used books on a consignment basis, so you can buy and sell throughout the year.

# ACTIVITIES, CLUBS and ORGANIZATIONS

Students and faculty in the Faculty of Communication Studies are involved in a number of activities in and out of the classroom.

## **Faculty of Communication Studies Student Advisory Group**

The Faculty of Communication Studies Student Advisory Group is a cross-program standing committee of students from the Faculty of Communication Studies established to advise the Dean on all issues that have an impact on students. The Student Advisory Group also communicates information between the administration of the Faculty of Communication Studies and the students of the Faculty.

The membership is composed of one or two representatives from each program: Information Design, Journalism, Public Relations, and Broadcasting. Meetings are held once or twice per year. Students who are interested in serving on this committee should apply in writing or via email to Marc Chikinda, Dean ([mchikinda@mtroyal.ca](mailto:mchikinda@mtroyal.ca)).

## **Publications and Broadcasts**

**CMRC Radio Station** — The “Shift” is staffed by students in the Broadcasting Diploma program. The programming consists of music, news, special features and interviews. Tune in at [www.cmrcradio.ca](http://www.cmrcradio.ca).

**Information Design Magazine** — Each year the Information Design program publishes a magazine devoted to a particular theme of interest and relevance to students. The most recent version can be viewed at [www.noteus.ca](http://www.noteus.ca). Watch for details on how to contribute this fall.

**MRUTV** — CMRCTV is home to television programs produced by students in the Broadcasting Diploma program. Tune in at [www.mrutv.ca](http://www.mrutv.ca)

**The Calgary Journal** — Written and produced by Journalism students, the Calgary Journal is a community newspaper covering Southwest Calgary. The Calgary Journal is published monthly and is distributed throughout the community we serve, and is also published online at [www.calgaryjournalonline.ca](http://www.calgaryjournalonline.ca).

**CJTV.ca** — CJTV.ca is an online television news program produced by journalism students. We appear on the web at [www.cjtv.ca](http://www.cjtv.ca).

**CJ Connect** — Published once each semester, this web site displays student work from our journalism and technology course. Each student contributes to the site with a story that explores the issues surrounding technology and communication. View the most recent version at [www.cjconnect.ca](http://www.cjconnect.ca).

## **Volunteer Opportunities**

Students in all programs in the Faculty are encouraged to volunteer and get involved with

professional societies and clubs on campus. Volunteering opens doors for students to expand and practice their skills as well as develop portfolios.

### **Program Specific Clubs and Organizations**

The following is a list of clubs and professional organizations for communications students:

#### *Public Relations*

**Public Relations Society:** CPRS is the primary professional organization for public relations practitioners in Canada. It is dedicated to advancing the practice of public relations and communication management through accreditation, professional development, research and awards. All students in the Public Relations program adhere to the CPRS Code of Ethics in addition to the Mount Royal University Student Code of Conduct. Student membership in CPRS is strongly encouraged and opportunities for professional networking and board membership positions for students are available through the local Calgary chapter. Visit the national website at [www.cprs.ca](http://www.cprs.ca) or the Calgary chapter website at [www.cprscalgary.org](http://www.cprscalgary.org).

**International Association of Business Communicators:** IABC is an organizational network focused on business communication professionals and offers professional development events available to students through the local Calgary chapter. Student membership in IABC is also available. Visit the national IABC website at [www.iabc.com](http://www.iabc.com) or the Calgary chapter website at <http://calgary.iabc.com>.

**Public Relations Society:** PRS is a Public Relations program student initiative. Membership is available only to students in the Bachelor of Communication – Public Relations major. This student group undertakes a variety of fundraising initiatives throughout the year. PRS representatives visit classrooms in the Public Relations program each fall semester to introduce this organization and encourage membership.

#### *Journalism*

**Canadian Association of Journalists:** CAJ was launched in Calgary in 2004 and includes professional journalists, freelancers and student journalists from SAIT as well as MRU. Journalism students are encouraged to join and membership forms are available on the CAJ website: [www.caj.ca](http://www.caj.ca).

#### *Broadcasting*

**Broadcasting Society:** on-campus club for broadcasting students.

#### *Information Design*

**Digital Media Association of Alberta:** holds a variety of events and professional development workshops. For more information visit: [www.digitalalberta.ca](http://www.digitalalberta.ca).

**Editor's Association of Canada:** national organization for editors. For more information visit [www.editors.ca](http://www.editors.ca).

**Information Design Society:** a student society involved in a variety of projects.

**Society for Technical Communications:** STC promotes awareness of the latest trends and technology in the field and provides innovative services for the education and professional development of its members. For more information visit [www.stc.org](http://www.stc.org) or the Alberta chapter website at [www.stc-alberta.org](http://www.stc-alberta.org).

# SECURITY and PUBLIC SAFETY

Security and Public Safety has a two-fold mandate which is to maintain safety and security throughout the University for those using its facilities and to protect property and equipment. The Faculty of Communication Studies works in conjunction with MRU campus security to ensure the safety and protection of students, staff, faculty and equipment.

## **Studying and Working at Night**

Students working after 11:00 pm are required to sign in/out of the University at the Security and Public Safety Office located near the West Gate Entrance, Room X200. It is advisable that students working late at night in computer labs, edit suites and other areas of the University keep the doors closed and locked if possible and be aware of the closest red emergency telephone.

## **Safewalk**

The Mount Royal Safewalk program escorts students, male and female, to the residence area, parking lots and bus stops. Phone 403.440.7073 to arrange for someone to walk with you.

## **Red Emergency Telephones**

There are red emergency telephones located throughout the University that are connected to the Security Office.