

**PRELIMINARY COURSE ANNOUNCEMENT  
MEDICAL SCIENCES 647.07  
RESEARCH IN HEALTHCARE EPIDEMIOLOGY AND INFECTION CONTROL  
January – April 2008**

**Offered at the University of Calgary**

**What is the purpose of this course?**

The focus of this course will be on healthcare epidemiology with particular emphasis on infection control. The primary aims are:

1. to explore the different aspects of research in healthcare epidemiology and infection control,
2. to critically examine the strategies used in surveillance, epidemiologic and education research,
3. to survey the scope of research with special reference to healthcare epidemiology which ranges from bench to bedside and includes patients/residents/clients, health care providers and visitors.

The underlying theme for this course will emphasize the research aspects of healthcare epidemiology and how the basic research techniques are applied in the healthcare environment. Topics will include surveillance, quantitative and qualitative methods, sampling, survey research methods, behavior change, developing and assessing education programs and ethical practice.

**What will be covered in the course?**

This course is intended to foster an interdisciplinary approach and to aid in the integration of knowledge and skills in the following areas: clinical and community-based epidemiology, infectious diseases, antimicrobial therapy, microbial pathogenesis, molecular epidemiology, needs assessment, health and illness behavior, and the organization and evaluation of health care services and programs into the field of healthcare epidemiology. Examples will be used to demonstrate and to explore methods of research in health care epidemiology and Infection control. See the detailed course outline for more information on the course content at <http://www.chs.myweb.med.ucalgary.ca/CHSGrad.html> - click on "Course list" in the left hand column, select "Epidemiology" and look for MdSc 647.07 – Research in Healthcare Epidemiology and Infection Control.

Topics covered in the course include:

- Introduction and Large studies in infection control including
- Epidemiologic design and analysis issues in Infection Control studies
- Environmental and other laboratory based studies
- Qualitative research methods including practical examples
- Infection Control Program Structure and barriers
- Putting research theory into practice
- Survey research
- Environmental Controls and how they can be accessed
- Ethics and Collaborating with other programs
- Creating and evaluating surveillance programs
- Effective education and ways of assessing
- Research on behavior change

**Who can take this course?**

This graduate level course is being offered for credit to any individuals who wish to expand their knowledge on methods of doing research in Healthcare Epidemiology and Infection Control. Registration is on a first-come, first-served basis. Registration will be capped at 15 students. An undergraduate degree is not required to take the course; however, permission from the instructor is required.

**December 3, 2007**

**How will the course be offered?**

MdSc 647.07 is a web-based course which will be offered through Blackboard using Elluminate with a combination of in-class and geographically remote students. Students will regularly participate in discussions held through a variety of media including online chats and discussion boards using Blackboard, as well as guest lectures and web-based conferences using Elluminate.

**What is the course timeline?**

The course runs from January to April 2008. Students will attend (either in person or on computer) a 3-hour lecture each week starting January 17 and ending April 17, 2007 that takes place between 9 and 12 (MountainTime).

**How computer literate do I need to be?**

As the readings and discussion will be web-based, you will need high speed internet access. You do not have to be a computer expert but a basic level of comfort with your computer is necessary. You will need to know how to move around the course web page and type in your comments and questions (instructions will be provided). As part of the course you will learn how to access journals online. Instructions on the basic use of Blackboard (the application the course reside on) and Elluminate Live! will be provided to you.

**Information about Medical Sciences 647.07—courses you need to know:**

A detailed preliminary course outline can be downloaded at <http://www.chs.myweb.med.ucalgary.ca/CHSGrad.html> - click on “Course list” in the left hand column, select “Epidemiology” and look for MdSc 647.07 – Research in Healthcare Epidemiology and Infection Control.

- Registration will be on a first come first serve basis – total number of registrants is 15 students.
- When registering, you must all of the items below:
  - Include payment of registration fee (\$35) and deposit (\$100)
  - Include a copy of your transcripts (these do not have to be official copies)
  - Complete forms in Appendix A – Forms for Course Registration
    - Complete the attached registration form
    - Complete the contact information sheet

Fax all these documents to: Dr. Betty Ann Henderson at 403-944-2484.  
(All the documents must be sent together)
- Students registered after December 19, 2007 **will not be processed until after January 3, 2008 which could result in delayed access to the course materials particularly for those students taking the course on-line.**
- Fees must be paid as follows:
  - **Payment to the University of Calgary – Registrar’s Office**
    - Registration Fee \$ 35 + Deposit \$100 at registration
    - Fees for MdSc 647.07 - \$ 629 + any additional fees – Deadline January 25, 2008
    - **International Students** which includes students, who are not Canadian citizens or permanent residents of Canada, are required to pay a differential fee. The required additional fees must be paid at the same time as the regular tuition and general fees. Base fee for international students for a single half course is between \$1500 and \$2000 + additional fees.

**What are the minimum computer requirements for these courses?**

You will need:

- Internet access (preferably high speed)
- Windows operating system (Windows 98 or later)
- Java enabled browser (Internet explorer 5.5 or later)
- Adobe Acrobat Reader 6 (or later)
- Microsoft Word and Powerpoint or equivalent
- A headset with a microphone (Required for interaction and for presentation)

If you are unsure as to your computer's software or are missing some of the software, contact your IT department at work.

**For more information about the courses, contact:**

Dr. Betty Ann Henderson

Telephone: 403-944-4373

Fax: 403-944-2484

Email: [ehenders@ucalgary.ca](mailto:ehenders@ucalgary.ca) or [Elizabeth.Henderson@calgaryhealthregion.ca](mailto:Elizabeth.Henderson@calgaryhealthregion.ca)

**APPENDIX B – Forms for Course Registration**

**Contact Information Sheet**

The following information will be used for the instructors to contact you should the need arise during the courses, to organize the class for optimal learning and to send out course materials by mail. This information will not be made available to anyone else.

**PLEASE PRINT.**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone contact: (work) (\_\_\_\_) \_\_\_\_\_

(home) (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Do you work in the health care ?      Yes      No

If yes, what do you do? \_\_\_\_\_

Are you a registered in a Graduate Program ?      Yes      No

If yes, what is the program? \_\_\_\_\_

Where is it offered? \_\_\_\_\_

# OPEN STUDIES STUDENT APPLICATION AND REGISTRATION

An open studies student is a student who is permitted to register in credit courses, but who is not admitted to a program leading to a degree or diploma. **No assurance is given that courses taken as an open studies student will be credited if the student subsequently seeks admission to a degree or diploma program.**

Students who are currently under suspension (required to withdraw from a faculty or from another post-secondary institution within the last 12 months) are not permitted to register.

To be eligible for registration under this category students must be holders of an approved Bachelor's degree from an "accredited" institution with a minimum of three years of recognized university level course work **or** 18 years of age or older **or** holders of the Alberta High School diploma or equivalent.

**Non-degree students** (Persons who do not possess a university degree but are 18 years of age or older or holders of the Alberta High School diploma or equivalent.)

Effective September 2007 open studies students who are not degree holders are limited to registering in a maximum of **three** half courses per session to a total maximum of ten half courses (including withdrawals). Students who wish to complete more than ten half courses must apply for admission to a specific faculty by the deadlines noted in the University's Academic Schedule and meet all of the requirements for admission.

**Open studies non-degree students are allowed only one D or D+ grade. Students who obtain an F grade or a second D or D+ grade will be refused further registration under this category.**

Non-degree students normally will not be permitted to register in high demand undergraduate courses until the last day to add/drop classes for a term, and only at the discretion of the department. Non-degree students are not permitted to register in 700-level or higher courses.

## **Degree holders**

Holders of an approved degree are not restricted to the maximum number of courses stated above.

## **English Language Proficiency:**

All applicants must demonstrate English language proficiency for purposes of admission.

Information about ways of meeting this requirement can be found at:

[http://www.ucalgary.ca/admissions\\_requirements/elp.htm](http://www.ucalgary.ca/admissions_requirements/elp.htm)

## **PROCEDURES**

This form is used for both application and registration. Upon receipt of the completed form and the items noted below, your eligibility as an open studies student will be determined.

1. Fill in this form carefully and completely. Please print clearly.
2. Complete the credit card information or enclose a cheque or money order for the **\$35.00** non-refundable application fee if you have not previously attended this University. Fee information is available in the University Calendar or from Enrolment Services.

### **3. Required Transcripts:**

- (a) If you do not possess a University degree you must submit high school transcripts and, if applicable, transcripts from all post-secondary institutions attended (colleges, universities, schools of nursing, technical institutes).
- (b) Holders of a University degree must enclose University transcripts showing the degree and the date awarded and transcripts from any other post secondary institutions attended. High school transcripts are required only if registering in courses with high school prerequisites.

If your transcripts are already on file at Enrolment Services, you do not have to submit them.

4. Obtain approval if required. Students registering in senior level courses (numbered '300' or higher) may be required to obtain the approval of the Faculty/Department offering the course before submitting this form to Enrolment Services. Inquiries may be directed to Enrolment Services.
5. **Deadline:** The deadline to submit the completed application form with all enclosures to Enrolment Services is the last business day prior to the beginning of lectures for the session to which applied. See the University's Academic Schedule ([www.ucalgary.ca/pubs/calendar](http://www.ucalgary.ca/pubs/calendar)).

**No form will be accepted unless completed in full and accompanied by all required items. Open studies students may register using the PeopleSoft Student Center. Contact Enrolment Services for further information.**



## Information for Open Studies Students

An Open Studies student is a student who is permitted to register in credit courses, but who is not admitted to a program leading to a degree or diploma. Note: Visiting students fall under the guidelines of Open Studies and currently submit a separate application.

### Before you can register...

To become an Open Studies student, you must first apply and be admitted into the University of Calgary. BEFORE applying in-person to a Service Stop Enrolment Advisor, or submitting an application by fax or mail, all new Open Studies students (Non-Degree and Degree holders) must ensure the following criteria are met and documents are presented:

- (1) English Language Proficiency (for more information, visit [www.ucalgary.ca/futurestudents/elp.html](http://www.ucalgary.ca/futurestudents/elp.html))
- (2) Transcripts from all post-secondary institutions attended
- (3) High School Transcripts
- (4) Letter of Permission from your home institution (this applies ONLY for Visiting Students)
- (5) \$35.00 non-refundable application fee and \$100.00 non-refundable registration fee
- (6) COMPLETED Open Studies or Visiting student application form (available online at [www.ucalgary.ca/registrar](http://www.ucalgary.ca/registrar), under Forms for Students)
- (7) Department and/or faculty course approval (if required)

In order to register, you must have a student identification number. First time Open Studies students will be assigned a number after completing and submitting the above required documents, and being deemed admissible.

### Are you a Continuing Open Studies Student?

Continuing Open Studies students (University of Calgary students who have taken at least one course as an Open Studies student in the most current preceding term) can register through the PeopleSoft Student Center in courses that (a) do not require approval and (b) have prerequisites completed at the U of C.

It is NOT necessary for Continuing Open Studies students to meet with Service Stop staff and re-apply to register. The \$100.00 registration fee is payable through the PeopleSoft Student Center with Visa or MasterCard. Continuing students will be able to start enrolling on the designated Open Studies registration date of August 15, 2007.

*Note:* If you applied into a degree program or more than two years have passed since completing your last course under Open Studies, you will need to reapply to be an Open Studies student before you can register online.

### Are you a Continuing Visiting Student?

Visiting students wishing to continue at the University of Calgary must submit an up to date letter of permission, transcript and application prior to registering for each maxi-session (Fall/Winter and Spring/Summer).

### How to register

Admitted Open Studies students (Non-Degree and Degree holders) are able to register for credit courses online through the PeopleSoft Student Center via the myUofC portal. Although Open Studies students can register for credit courses, they are not admitted to a program leading to a degree or diploma. Open Studies students are subject to the regulations outlined in this Guide, as well as the Academic Calendar. Detailed instructions for registering through the PeopleSoft Student Center can be found starting on page 18 of this guide.

### *Restricted or Closed courses*

Some courses are restricted to students in certain faculties or programs. Restricted courses, as well as those specifically closed to Non-Degree Open Studies students, are listed in this guide under High Demand Courses/Restricted Courses/Limited Enrolment Programs beginning on page 34. Restrictions may also be included under "Enrolment

Information" listed for an individual course in the Schedule of Classes (refer to How to Read the Schedule of Classes on pages 14-15 for detailed examples).

### *Prerequisites*

If you wish to take a course for which the prerequisite was taken at another institution, our office will need to review your transcripts. In some cases you will need to have the appropriate department or faculty approve or waive your prerequisite. You can verify course prerequisites through the Schedule of Classes, as mentioned above.

### *Overloads, Time Conflicts, and Auditing Courses*

In the following cases, all students must obtain the appropriate approvals and submit the applicable form to the Service Stop for manual processing, as these cannot be processed online through the PeopleSoft Student Center. Forms can be found at [www.ucalgary.ca/registrar](http://www.ucalgary.ca/registrar) under Forms for Students.

**Overload** - check with the department offering the course to see if an overload is permitted for a course that is full. In most cases, if the overload is approved the department or faculty offering the course will be able to process the overload for you. If not, bring a Change of Registration form with the appropriate department or faculty signature to Service Stop for processing.

**Time Conflict** - the signatures of the instructors of both courses must be obtained on a Time Conflict Approval Form.

**Auditing** - the instructor of the course must sign the Permission to Audit form.

### *Wait Lists*

If a course has a wait list, it will be listed under "Class Availability" through the Schedule of Classes. Not every course will have a wait list. If a wait list is full, you will need to monitor the Schedule of Classes for a wait list spot to become available (refer to How to Read the Schedule of Classes on page 14-15 for an example).

### *Dropping and Withdrawing from Courses*

Students in the Faculties of Communication and Culture, Fine Arts (excluding Music Performance courses), Haskayne School of Business, Humanities, Kinesiology, Science and Social Sciences may drop or withdraw from a course by using the PeopleSoft Student Center. Any full or half course drop or withdrawal must be processed by the deadline dates specified in the Academic Schedule in the University Calendar.

Students listed in the above faculties who wish to withdraw completely from studies in any term can do so via the PeopleSoft Student Center.

Students not eligible to use the PeopleSoft Student Center to drop or withdraw from individual courses must complete a Change of Registration form ([www.ucalgary.ca/registrar](http://www.ucalgary.ca/registrar) under Forms for Students) and obtain approval from their faculty office.

Students not able to withdraw completely from studies online must use the Notice of Withdrawal form ([www.ucalgary.ca/registrar](http://www.ucalgary.ca/registrar) under Forms for Students). The Notice of Withdrawal form must be completed by the deadline date for withdrawal and requires approval from a student's faculty.

*Note:* Students who withdraw from courses, regardless if fees are still outstanding for the term or paid in full, are accountable for the tuition owed to the University of Calgary. There are no fee refunds for withdrawals.

If you are planning to pursue a degree at the University of Calgary at a future date, please contact an academic advisor of the Faculty in which you wish to pursue your degree for advice on selecting courses. A list of advisors can be found at [www.ucalgary.ca/currentstudents/academicadvising](http://www.ucalgary.ca/currentstudents/academicadvising).

For information regarding admission to a degree program, or to apply into a degree program for next Fall, visit [www.ucalgary.ca/futurestudents](http://www.ucalgary.ca/futurestudents).

Registration in graduate level courses (600-level and above) is done by submitting a Change of Registration form ([www.ucalgary.ca/registrar](http://www.ucalgary.ca/registrar) under Forms for Students) signed by the department or faculty offering the course to the Service Stop for manual registration.

*Note:* There is no guarantee that courses taken as an Open Studies student will transfer once a student applies into a specific degree. (i.e. dance courses completed as an Open Studies student would not likely transfer towards a degree in Engineering). Refer to the Student Responsibility Section on page 9 of this guide.

**TIP: Don't forget to register!**

Students are reminded that approval to register in an individual course does not result in automatic registration. After receiving approval, a student must complete the registration process either by adding the course online through their PeopleSoft Student Center, or by submitting the appropriate form to the Service Stop for manual registration.

For more information, contact the Service Stop at (403) 210-(ROCK) 7625 during office hours, or email at [uofcservice@ucalgary.ca](mailto:uofcservice@ucalgary.ca)