

# School of Public Policy and Administration

## Weekly Newsletter

July 2013 – Volume 1, Issue 12

### Important Reminders

#### FW 13-14 Course Enrollment

Course enrollment for the Fall 2013 – Winter 2014 academic session is open. If students experience difficulty enrolling in PPAS course, please call the SPPA at 416-736-5384 or email at [lapssppa@yorku.ca](mailto:lapssppa@yorku.ca) so we may assist you.

#### Student Advising

**Continuing Students (24 credits or more completed at York):**

Students can receive one-on-one academic advising from the Office for Continuing Students, Centre for Student Success (103 Central Square, (416) 736-5222, [laps@yorku.ca](mailto:laps@yorku.ca)).

**New Students (less than 24 credits completed at York):**

Students can receive one-on-one academic advising from the Office for New Students, Centre for Student Success (103 Central Square, (416) 736-5022, [lapsinfo@yorku.ca](mailto:lapsinfo@yorku.ca)).

**For advising concerning your major specifically and its requirements,** kindly contact the SPPA main office or email the Undergraduate Program

Director at: [sppaupd@yorku.ca](mailto:sppaupd@yorku.ca)

Please include your name, student ID number and questions/issues to be addressed.

#### SPPA Summer Hours of Operation

Please note that as of June 1, 2013 the hours of operation for the SPPA will change to 8:30am-4:30pm Monday-Thursday and 9:30am-3:30pm on Friday. This change will be in effect until August 31, 2013.

### Announcements

#### SPPA Hours of Operation Change F/W 2013-2014

Effective September 2013, the hours of operation for the School of Public Policy and Administration will change to 8:30am-4:30pm, Monday through Friday.

#### Handling Heat Stress Safely

**Sent on behalf of Tomorr Cerriku, Occupational Hygienist, Occupational Health & Safety**

Hi All,

For information and distribution as appropriate.

With the summer heat already among us, the Occupational Health & Safety (OHS) advises York employees, especially those working outdoors to take certain precautions to prevent any heat related disorders (e.g. heat rash, exhaustion, stroke).

The following should be considered when working in a hot environment:

- Proper hydration,
- Take breaks at a cooler area,
- Schedule strenuous jobs to cooler times of the day

For a comprehensive list of control measures and detailed information on heat related disorders, please review the York University Heat Stress Guidelines:

[http://www.yorku.ca/dohs/documents/Heat\\_Stress\\_Guidelines.pdf](http://www.yorku.ca/dohs/documents/Heat_Stress_Guidelines.pdf)

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Be cool!

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Occupational Health & Safety  
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## Seminars/Workshops

*See next week's announcements...*

## SPPA Events

*See next week's announcements...*

## Other Events

*See next week's announcements...*

## Call for Papers/Proposals

### Call for Proposals - Dupont Summit 2013

December 6, 2013  
**Historic Whittemore House**  
1526 New Hampshire Ave NW  
Washington, DC 20036  
9:00 a.m. - 5:00 p.m.

**Proposals Due**  
**September 30, 2013**

**Call for Proposals: Dupont Summit on Science,  
Technology and Environmental Policy**

The Policy Studies Organization (PSO) invites you to submit a proposal for the Dupont Summit 2013, to be held at the Historic Whittemore House in Washington, DC on Friday, December 6. The purpose of the conference is to promote dialogue about current science, technology and environmental policy concerns, and to provide a

civil space for discussion across the political spectrum. We welcome proposals for panel discussions, round tables, individual talks, poster sessions, along with other types of presentations.

Proposals should be sent to PSO executive director Daniel Gutierrez-Sandoval at [dgutierrez@ipsonet.org](mailto:dgutierrez@ipsonet.org). A one-page summary/abstract of your topic and speaker/panelists (if applicable) is requested. Proposals will be accepted until **September 30, 2013** the final deadline. Please visit our [website](#) for more information.

The PSO disseminates policy scholarship through its numerous academic journals, book series, conferences, and programs.

Please contact me with any questions.

Regards,

Matthew Brewer  
Conference Manager  
Policy Studies Organization  
Phone: 202-349-9281  
Email: [brewer@ipsonet.org](mailto:brewer@ipsonet.org)

## Contests

*See next week's announcements...*

## Employment Opportunities

*See next week's announcements...*

## Volunteer Opportunities

*See next week's announcements...*

## Internship Opportunities

*See next week's announcements...*

## Other

**Registration for TACT is now OPEN!**

### **Teaching Assistant Certificate in Teaching**

This course will comprise 5 three hour face to face sessions plus an additional online component. It is **externally accredited** by SEDA (Staff and Educational Developers Association) which is a **professional association** that promotes innovation and good practice in higher education. Through SEDA and your completion of TACT, you will become part of an international network of people engaged in teaching and learning in higher education. This **free course** will be run during the Fall and Winter terms. During the course participants will explore key issues in learning and teaching in HE:

- Use a variety of approaches to enable learning
- Use a variety of methods for evaluating their role in supporting learning
- Inform their professional role with relevant strategy, policy and quality considerations

**All Sessions will run 10am to 1pm in TEL 1014**

#### **Fall Term**

Thursday, September 12, 2013

Thursday, October 3, 2013

Thursday, October 31, 2013

Thursday, November 21, 2013

Thursday, December 12, 2013

#### **Winter Term**

Wednesday, January 8, 2014

Wednesday, February 5, 2014

Wednesday, March 5, 2014

Wednesday, April 2, 2014

Wednesday, April 30, 2014

There are **limited spaces available**. You **MUST** be teaching in the term you are taking TACT. Preference will be given to applicants who have participated in TA events and workshops.

To register:

<http://teachingcommons.yorku.ca/professional-development/teaching-assistant-certificate-in-teaching-tact/> or visit:

<http://teachingcommons.yorku.ca>

### **July activities at the Career Centre**

This year we have more internship students out on summer work terms than ever before! As a means of facilitating reflection on what students are learning during their internships and engaging them in discussions with their peers, the Career Centre created a Moodle. So far the Moodle has prompted discussions about how to handle management changes in the workplace and asking for reference letters. Students have also shared the challenges and successes they've had in transitioning from school to the work place and shared how their internship experiences have helped them confirm or change their career goals. Our Moodle facilitator, Stacey Verhaeghe, engages students in a variety of discussion topics every week and has recently asked students how they think their work experiences will affect their academic courses when they return to school.

Did you know that the Career Centre has a number of online career planning tools to assist students who can't make it to campus in person?

• Our [Career Exploration & Job Search Tools](#) include multimedia resources designed to help students research and explore career options and educational programs, keep abreast of Canadian labour market and employment news, track details of job search activities and provide weekly summaries of job search goals and accomplishments, and so much more!

• The [Job Posting Sites](#) section includes links to a number of popular Canadian job posting sites that are searchable by key word, city, industry, and employer as well as sites targeted to specific fields of interest and areas of study and international jobs.

· The [Career Centre Video & Audio](#) section includes recordings of our popular panel discussions with alumni and industry representatives who provide insider information on what it's really like to work in a specific industry and tips on securing a job within a field of interest.

The Career Centre is open for business all summer long and it's a great time for students to avail themselves of our [one-on-one appointments](#) (shorter wait times!) and/or take in one of our [Career Exploration](#), [Job Search](#), or [Professional Etiquette](#) workshops taking place almost every day throughout July. Feel free to share this information broadly with students, new graduates and colleagues.

Alternatively, you may refer to our [online calendar](#).