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# Cape Breton University

## MBA in CED

### - Student Handbook-

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This handbook is a collaboration of the Cape Breton University (CBU) Masters of Business Administration in Community Economic Development (MBA in CED) program; two of its students; and the CBU Library. It is funded and supported by the MBA in CED program and is the property of the Cape Breton University (CBU) Masters of Business Administration department. Information on campus academic support units and resources was contributed by staff and units across CBU, as well as excerpts from the CBU Academic Calendar and CBU Website. The “Community Connections” section was compiled and written by Amanda Tarr and Pamela Johnson, two very busy and knowledgeable MBA in CED students.

This handbook will help you navigate some of the issues unique to completing the CBU MBA in CED. It is intended to complement, but not replace, the CBU Academic Calendar.

The CBU Academic Calendar is the official calendar for all CBU students. This handbook differs from the official Cape Breton University Academic Calendar in that it provides information specific to the Shannon School of Business MBA in CED program. Students are advised to review the Cape Breton University Academic Calendar carefully and use it to plan for key dates and commitments. The calendar can be found at: <http://www.cbu.ca/academic-calendar>.

Updated August 2013

## Welcome – Pjila’si – Ciad Mile Failte – Bienvenue



photo supplied by Pamela Johnson

Welcome to Nova Scotia; to Cape Breton Island; to Cape Breton University (CBU) and to the Masters in Business Administration in Community and Economic Development (MBA in CED) Program.

You are about to embark on an academic journey that will enhance your ability to make a difference in your organization, your community, and the world. You will learn the advanced management and strategic skills necessary to meet the rising demand in community-minded organizations operating on a multiple-bottom-line model.

You will get to do this in one of the most spectacularly beautiful places in Canada. Cape Breton is truly nature’s playground!

If you have not yet experienced Cape Breton’s natural beauty, now is the time. From the Skyline Trail on the Cabot Trail; to the breaking waves on the rocky shores of Louisbourg; to the kitchen cielidhs in St. Peters, Cape Breton has much to offer. Welcome to the start of your journey!

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# I. Academic Information

## 1. Curriculum

CBU's MBA in CED program shares the general MBA program philosophy. In CBU's MBA in CED program, students must complete the required 15 courses and their Applied Research Essay to earn 48 credits. Thirteen (13) of the 15 courses are mandatory/core and 2 courses are electives. Students pursuing a general MBA in CED have the choice of selecting two courses from a set of general electives or they can mix and match general electives and electives specific to areas of specialization. The electives and the Applied Research Project enable learners to focus their degree in a topical *Option*. A summary of program requirements follows:

<b>Construct of Curriculum (15 courses + Capstone Activity, 48 credits):</b>		
<b>Core Business Foundation Courses</b> (3 credits per course)	<b>MBAC 5103</b>	Fundamentals of Accounting
	<b>MBAC 5104</b>	Fundamentals of Marketing
	<b>MBAC 5105</b>	Organizational Behaviour
	<b>MBAC 6103</b>	Fundamentals of Finance
<b>Core Integrative Skills Courses</b> (3 credits per course)	<b>MBAC 6106</b>	Leadership Training
	<b>MBAC 6118</b>	Fundamentals of Venture Analysis
	<b>MBAC 6121</b>	Applied Research Methods
	<b>MBAC 6124</b>	International Business
	<b>MBAC 6125</b>	Strategic Management
<b>Core Economic Development Courses</b> (3 credits per course)	<b>MBAC 5101</b>	Business and Community Development I
	<b>MBAC 5107</b>	Economic Geography
	<b>MBAC 6101</b>	Business and Community Development II
	<b>MBAC 6107</b>	Comparative Development
<b>Electives:</b> (Select 2 courses, 3 credits per course)	<b>MBAC6204</b>	Communication and Social Change
	<b>MBAC6208</b>	Information and Communication Technology and ED
	<b>MBAC6214</b>	Social Entrepreneurship
	<b>MBAC6221</b>	Public Policy
	<b>MBAC6223</b>	Government, Business and Third Sector Relations
	<b>MBAC6227</b>	Environment, Energy, & the Economy: Strategies for Sustainable Futures
	<b>MBAC6229</b>	Sustainability Marketing
	<b>MBAC6231</b>	Marketing Strategy
<b>Capstone Activity</b> (3 credits)	<b>MBAC6801</b>	Applied Research Project

Students pursuing an Option in the MBA in CED are required to choose pre-selected electives offered within the area of specialization. The Applied Research Project would then build on the pre-selected electives to achieve an Option in the specialized area.

<b>Options</b>	
<b><i>Strategic Leadership Option:</i></b>	
MBAC6219	Social Dynamics of Leadership
MBAC6233	Contemporary Issues: Change Management and Governance
<b><i>First Nations Option:</i></b>	
MBAC6209	Land Claims, Self-Government and CED
MBAC6211	The Dynamics of Community Economic Development in First Nations
<b><i>International Business Option:</i></b>	
MBAC6228	International Marketing
MBAC6226	International Finance
<b><i>Peace-Building, Reconstruction and Good-Governance Option:</i></b>	
MBAC6215	Emergency Management
MBAC6217	Conflict Resolution and Community Reconstruction

For more information on the possible options, please make an appointment with Anne Michelle Chiasson at the MBA office [Anne\\_Chiasson@cbu.ca](mailto:Anne_Chiasson@cbu.ca).

## 2. Course Load

All MBA in CED courses are three-credit courses which typically include 32 hours of classroom contact time. A part-time MBA in CED student on campus should not enroll for more than 3 courses per semester, with 2 courses being the practical maximum. A full-time student carries 3-5 courses per semester. The maximum load for a graduate student is 5 courses in one semester. Considering that MBA in CED courses are offered on campus in three terms per year, one has the opportunity to complete all courses in a timely fashion, without having to take too

many courses at once. Similarly, the off-campus alternate-weekend delivery is a paced format that works well for working people.

MBA students should keep in mind that graduate courses require much more time and effort than undergraduate courses: to read, research, analyze, organize, write, and present on course assignments. Every effort should be made to manage outside work and life duties and build adequate study and homework time into one's schedule.

### 3. Applied Research Project Overview (MBAC6801)

The Applied Research Project (previously known as the Major Research Essay) is completed after all courses have been completed. CBU organizes seminar-style workshops ("boot-camp"), led by an experienced academic that meet to pace and support learners as you write your thesis. The Applied Research Project forces students to learn how to ask their own questions in a topic of interest: learn to develop a thesis, frame the research question, conduct literature review and develop the theoretical framework, adopt the appropriate methodology, carry out the research, analyze the results, and summarize conclusions. The research project provides another avenue for learners to gain deep insights in an area of interest and it can become the means of improving their knowledge in a specialization that will advance their career, their organization, and the community. Don't worry; you will receive much more information on the Applied Research Project as the program progresses.

### 4. MBA Student Advising

The MBA in CED is a graduate program with specific core and elective requirements adapted to each student's prior learning, care must be exercised in choosing and registering courses. As we do not have your prior academic records encoded in CBU's student information system, the system cannot automatically verify that you have the appropriate prerequisite courses and that your new course selections will fit the MBA in CED Degree plan.

The MBA office must advise you on course selection and sign off on the course registration form. Your registration form must be signed by the MBA office before taking it to the Student Service Centre to register. Off-campus students register for their courses by emailing the MBA office ***Anne\_Chiasson@cbu.ca***.



## 5. Course Registration

Students register each term according to the instructions issued by the MBA office and the Registrar's office. Registration typically begins in June for new students starting in July or September, and in December for students starting in January.

Off-campus students will be notified via email to register 2-3 weeks before the course begins. Course registrations do not get processed until payment of the tuition fees is received. The pay-as-you-register model enables students to spread tuition payments over time and adapt the payments to their personal financial situation.

Students can use CBU's Student Online Access (SOLA) system to view grades, transcripts, class & exam schedules, and course offerings. MBA students cannot register online, as explained above.

## 6. Grades

The passing grade in MBA courses is 70 percent. A course cannot be repeated more than two times; three failures lead to dismissal from the program. A student is expected to maintain a cumulative grade average of 70 percent (B) also to remain in the MBA program.

**Reassessment of Final Grades:** Application for reassessment of a final grade should be made to the Director. The student must provide a letter to the Director stating specifically which assignments are being requested to be reassessed and the specifics of why the student believes the original grade was unfair; if the assignments have been returned to the student they must be included with the application for reassessment. The only grounds for application for reassessment are that the student believes that the grading criteria were inconsistently applied to that individual student, whether through error, carelessness or discrimination. Applications for reassessment must be received within one month of the end of the term in which the disputed mark was assigned. Grades may be raised or lowered through the reassessment.

The Director will first request the instructor who issued the mark to review the materials submitted along with the final examination. If the result of this preliminary review does not change the final grade, the student may request a formal reassessment. This request must be accompanied by a payment of \$25, which will be refunded if the grade is raised.

The Director will then empanel two faculty members, one selected by the instructor and the other by the student requesting the reassessment; both members of the panel shall have expertise in the discipline of the assignments being reassessed. The panel will review the written work by the student in question; the panel will endeavour to utilize the same criteria originally used to grade the other students in the class, to the extent that it is possible to do so. If the two members cannot agree on a mark, the average of the two re-assessments will be assigned. The Director will submit the decision of the panel to the Registrar to record the revised grade. The panel's decision may be appealed to Cape Breton University's Appeals Committee. If the grade being reassessed is that of the Director, then the Dean shall carry out the duties as specified in this section.

## 7. Prior Learning Assessment

The MBA in CED program values both formal and informal learning, and career experience, but it does not extend credits for life experience. Credit may be extended on a combination of coursework and experience that makes up the equivalent of outcomes of the MBA in CED course. Methods of determining prior learning may include: assessment of formal credentials and portfolios, challenge examinations, and demonstration of skills. A Prior Learning Assessment Application and supporting documentation is reviewed by the Director in consultation with subject-area professors, and assessment/recommendation is reviewed and approved by the Dean.

**Credit Transfer Policies and Requirements:** CBU is sensitive to the time and monetary constraints of learners and also appreciates the educational value of various courses and other forms of learning pursued by learners prior to applying to the MBA in CED. CBU has set out guidance to be followed in granting advanced standing through recognition of previous learning. The overall guiding principle is to be fair to the learner and grant credit where credit is due, and also be reasonable and not extend credit where credit is not warranted.

The integrity of the MBA in CED degree credential is paramount: Transfer credits are not extended towards any integrative-skills courses. Transfer credits are assessed against the MBA in CED fundamentals courses (5101, 5103, 5104, 5105, and 6103) typically taught in the first-semester, and the electives. The absolute maximum number of transfer credits extended cannot exceed 21 (7 half courses), and that level has rarely been reached with applicants.

**Transfer Credit:** Transfer Credit may be granted for equivalent courses completed at an approved, accredited university in North America, at a high achievement level (75% minimum grade achieved). Credit would be extended if the prior completed course is equivalent in content scope and

depth, level of study, assessment and outcomes. The student applies through the CBU Student Services Centre and the assessment is administered through the MBA department. A Transfer Credit Application and supporting documentation, including academic transcripts and course outlines, is reviewed by the Director of the CBU MBA in CED program in consultation with subject-area professors, and the assessment/recommendation is reviewed and approved by the Dean.

**Challenge:** CBU recognizes that some students may have achieved competence in certain subject areas. A challenge involves an assessment by the Director of the CBU MBA in CED program in consultation with the relevant instructor and is administered by the instructor at a time determined in consultation with the student. A specific course may be challenged only once. Students may not challenge a course for which they have already received a final grade. All course challenges will be recorded. The results of course challenges will be treated like any other course and will be included in the calculation of the student's average. Again, a *challenge* can be made against MBA in CED fundamentals courses (5101, 5103, 5104, 5105, and 6103) typically taught in the first-semester, and against the electives. A maximum of seven courses can be challenged; no student has challenged more than two MBA in CED courses to-date.

## 8. Class Attendance

All students are expected to attend all class meetings of the courses in which they are enrolled. However, the specific class participation policy in each course is determined by the professor.

A student may be held responsible for the work of a class missed, unless prior arrangements with the professor have been made. MBA students are mature adults and professors are aware of their work and life pressures. At the same time professors are expecting mature behavior from MBA students: acceptance of any excuse for an absence and any provision for make-up is at the discretion of the professor. Unplanned and unexplained missed classes, assignments or tests may result in a poor grade or failure.

## 9. Academic Integrity & Plagiarism: Frequently Asked Questions (FAQ)

If you have doubts on what academic integrity is and what constitutes plagiarism, this FAQ section should help.

**What is academic integrity?** Academic integrity is the ethical commitment to honest and responsible behaviour in all aspects of academic life. This includes the submitting of original assignments

and giving proper credit to all sources consulted. As a university student, it is your responsibility to maintain this integrity, as well as familiarize yourself with CBU's policies in regards to plagiarism and citation.

**What is plagiarism?** CBU's academic calendar defines plagiarism as: "The act of representing the intellectual work of others as one's own." Although it is often necessary to consult various sources of information, you must always acknowledge these sources according to the accepted practices of APA citation.

Plagiarism can be deliberate or unintentional but is still a serious offence regardless of your intent. Deliberate plagiarism involves academic dishonesty such as: buying a paper, submitting the same assignment more than once, or stealing the work of others. Unintentional plagiarism usually involves improper citation when quoting or paraphrasing. This form of plagiarism can be avoided through the use of proper APA citation. APA is the accepted citation style for CBU's Shannon School of Business. A guide for APA citation can be found at CBU Library at: <https://tinyurl.com/kfnxyov> For citing data use the "Citing Data and Statistics" page on the "Data and Statistics" guide at: [www.libguides.cbu.ca/data](http://www.libguides.cbu.ca/data).

**What consequences exist for plagiarism at CBU?** Plagiarism is considered a serious academic offence and the "Ethical Behaviour in Academic Matters" section of the CBU Academic Calendar (p. 41-43) outlines the policies and procedures followed in response to suspected plagiarism offences. If you are found to have committed plagiarism, a penalty will be assigned, with the maximum penalty for the first offence being a zero on the assignment. A second plagiarism offence will result in a zero in the course in which the plagiarism took place, or possibly discontinuation from CBU. A third plagiarism offence will result in discontinuation from CBU. ***For more information, consult the full CBU plagiarism policy or ask your instructor.***

**Why is plagiarism considered to be a serious offence?** Plagiarism can severely impact not only your own academic reputation, but also the credibility of research done at CBU. Furthermore, plagiarism deprives the student of the full value of their education; violates the right of ownership of the original author; and deprives instructors of the ability to review the research used in preparing an assignment.

**How do I avoid plagiarism?** The best means of avoiding plagiarism is using proper citation, which involves the acknowledgment of sources used through both in-text citations in the body of the paper, and bibliographic citations in the reference list.

To make your life easier, consider citing your sources as you go. This can save you a lot of time and help you better organize your research. A number of online tools such as RefWorks can help you keep track of sources and format citations and reference lists.

**What sources have to be cited?** Any borrowed material, including: words; ideas; data and statistics; graphics and any other intellectual matter, whether drawn from print, electronic, or other non-print sources must be fully acknowledged according to the APA citation style. All outside sources, except for common knowledge, must be cited. When in doubt, cite!

**What information qualifies as common knowledge?** Common knowledge includes facts and other information that is widely known and can be found in many sources. In most cases, common knowledge does not need to be cited. However, students should exercise caution as there is no definitive boundary as to what constitutes common knowledge. When in doubt, cite!

**May my classmates and I work together on an assignment?** Depending on the course or the nature of the assignment working together on assignments may or may not be acceptable. When in doubt, ask your instructor. Whenever collaboration occurs, you should always acknowledge it in your assignment.

**Where can I go for more help?** If you have any questions on proper citation or how to avoid plagiarism, your professor will be able to provide guidance. You may also wish to speak with a librarian at the Research Assistance Desk in the CBU Library, or consult with CBU's Writing Centre.

## II. Academic Services

### 1. Student Identification (ID) Card

Once registered, you can obtain your CBU student photo ID at the **Student Services Centre**, Monday to Friday between 8:30am-4:00pm. Bring valid picture identification (i.e. passport, drivers' license) with you.

This photo student ID card is also required for meal plans; use of on-campus facilities, including the Cape Breton Health Recreation Complex (under the "Campus Resources" portion, see section 6); and accessing library services. Register your student ID at CBU Library and you will receive a CAUL Library card which you can use to borrow books from the CBU Library and other academic libraries across Canada.

If you do not already have a photo student ID and are not at CBU, you can obtain an official non-photo student card. Contact Arlene Mullan at **[Arlene\\_Mullan@cbu.ca](mailto:Arlene_Mullan@cbu.ca)** or phone (902) 563-1198 or 1-888-959-9995 for more information. If you are not at CBU, upon registration, you should receive, by mail, a non-photo CBU Library card and CAUL card. These two ID used with a valid picture ID, can be used to borrow books at most Canadian academic libraries

## 2. Library

The Library is your primary source for research resources and support. It is also a great place to study and relax. Hours of operation are posted on the Library's website: [www.cbu.ca/library/hours](http://www.cbu.ca/library/hours).

If you need help getting started with your research or with using CBU Library resources or services, contact Laura Syms, Shannon School of Business (SSOB) Librarian, at **[Laura\\_Syms@cbu.ca](mailto:Laura_Syms@cbu.ca)**, or phone (902) 563-1994 or 1-888-959-9995.

While at CBU you can get your CBU student ID card at the **Student Services Centre**. As noted, this student ID card is also a library card. If you are not at CBU, upon registration, you should receive, by mail, a non-photo CBU Library card and CAUL card, these two IDs, used with a valid picture ID, can be used to borrow books at most Canadian academic libraries.

In order to access CBU Library's online resources, you will need to identify yourself as a CBU student. There are two means of doing this. You can use your CBU webmail user name and password (see below, "IT Services", section 5.1); or you can also use the 14 digit barcode from the CBU ID that is registered at CBU Library, (see Student Identification Card, section 1, above), and the last four digits of your phone number that is registered at CBU Library.

You can also use the barcode from the CBU student ID or non-photo CBU library card and the last four digits of your phone number to log into the Interlibrary Loan [ILL] form online at <http://h2.relais-host.com/asin/loginnssxPrelogin.jsp>. You may want to use ILL when articles are not held by CBU Library. If the article you want is not on the database you are using, there will be a link to the ILL form by the article's description. Click this link to generate CBU's ILL form. Articles obtained through ILL usually will be delivered to you by email.

All this information and more, including resources for proper citation – learn to use Zotero (an online research management, writing and collaboration tool) – and avoiding plagiarism is explained in the **CED Research Guide**. The **CED Research Guide** provides access and information on research resources and services available, and can be found at [www.libguides.cbu.ca/MBA](http://www.libguides.cbu.ca/MBA).

### 3. Writing Centre

CBU's Writing Centre is in the **Learning Commons & Student Life Centre (B-110)**. It is open Monday to Friday: 9am-12pm & 1pm-4pm. The Centre offers students ways to strengthen their writing skills in free one-on-one sessions with a tutor at the Writing Centre. Students can make an appointments to discuss assignment instructions; guidelines for specific writing tasks, such as a literature review; how to organize ideas; and how to incorporate sources into a paper and cite them properly to avoid plagiarizing; along with many other writing-related topics! You can book an appointment online [www.cbu.ca/writing-centre](http://www.cbu.ca/writing-centre) or by phone (902) 563-1325.

### 4. CBU Campus Bookstore

CBU's Bookstore is adjacent to the cafeteria in the CE [Campus Expansion] building. CBU's Bookstore delivers materials across Canada, with three-day delivery service to Ontario, Saskatchewan, and Alberta. Hours of operation, as well as, lists of course materials and online ordering information is available at: [www.bookstore.cbu.ca/home.aspx](http://www.bookstore.cbu.ca/home.aspx). For more information contact Lori MacLean at: [Lori\\_Maclean@cbu.ca](mailto:Lori_Maclean@cbu.ca) or phone (902) 563-1356, or toll free at 1-888-959-9995 to place an order.

### 5. IT (Information Technology) Services

IT Services delivers technology services and support to students. The **Help Desk** can be reached at (902) 563-1123. It is located down the hall from Student Services. For hours of operation and more information, go to: [www.cbu.ca/it-services/help-desk](http://www.cbu.ca/it-services/help-desk) Cape Breton University students must abide by CBU's Information Technology Usage Policy: <https://tinyurl.com/bruy4rq>

- a. **CBU Webmail:** Your CBU webmail address and access information will be mailed to the personal email address you provided at registration. Your account can be accessed at [www.cbu.ca/current-students](http://www.cbu.ca/current-students), linking at the upper right corner of the page. The CBU webmail address is configured as **cbu10abc@webmail.cbu.ca** (the '**abc**' will be replaced with your personal 3 digit code). In addition to providing email access through CBU, the login **cbu10abc** will also constitute your login for computer labs, WiFi access, and a login for CBU Library resources. The password is your date of birth expressed **yymmdd**.

- b. **Moodle:** Moodle is the online courseware management system used at CBU. If registered in an online course, access Moodle using your student id number as login and password at [www.cbu.ca/current-students](http://www.cbu.ca/current-students). The link to Moodle is at the upper right corner of the page.
- c. **WiFi:** Wifi is available campus-wide. For students, WiFi uses the same login name and password used in the computer labs, for your CBU hosted webmail account, and, a login for CBU Library resources from off campus. For example, if your webmail address is **cbu10abc@webmail.cbu.ca** and you were born May 21, 1988, your login for WiFi in the computer labs, as well the login for CBU Library's resources, is Login: **cbu10abc** Password: **880521**. For more information see: [www.cbu.ca/it-services/wifi](http://www.cbu.ca/it-services/wifi)
- d. **Computer Labs:** Computer labs are located around the corner from the **Student Services Centre**. Your login is your CBU webmail username; the password is date of birth expressed yymmdd. Further information on software, etc is available at [www.cbu.ca/it-services/labs](http://www.cbu.ca/it-services/labs).

### III. Campus Resources

- 1. **Campus Map** - [www.cbu.ca/campus-map/](http://www.cbu.ca/campus-map/)
- 2. **Food**
  - a. **Chartwell's Food Service – Harris House** hours of operation are Monday-Friday 7:30am-9:00am; 11:30am-1:00pm; and 4:30pm-6:00pm. Weekends and holiday hours of operation are 10am-1pm and 4:30pm-6:30pm.  
  
**The Commons Café**, located in the heart of Campus Centre, is a popular spot for students to hangout between classes, grab a bite to eat or prepare for that next assignment. Hours of operation are posted.  
  
***Note: During July, Harris House food services are closed. Use the Commons Café from 8am-2pm***  
  
For more information go to: <http://www.dineoncampus.ca/cbu/>
  - b. **Subway-** There is a **Subway Restaurant** in the Canada Games Complex on campus. Hours of operation are posted. Telephone (902) 539-4221
  - c. **Slightly “off campus”-** There is a **Tim Horton's** “up the road” at the Ultramar gas station and **Flavour 19**, [www.cbflavor.com/nineteen/](http://www.cbflavor.com/nineteen/), offers fine dining across from CBU at



Lingan Golf Club. Hours of operation are Sunday-Thursday: 11:30am-8pm; Friday-Saturday: 11:30am-10pm. There is a 'lounge menu only' after 8pm and there is entertainment regularly.

3. **Residence** – If you plan to live on campus while at CBU, it is important to understand the services offered by Residential Services and your responsibilities as a resident student. The Residence handbook can be accessed at: <http://tinyurl.com/ccz8okx>. For more information contact Doug Connors at: [Doug\\_Connors@cbu.ca](mailto:Doug_Connors@cbu.ca) or phone (902)563-1791.
4. **Students' Union** - As an MBA student, you have the option of joining the CBU Students' Union by paying Students' Union dues. The CBU Students' Union is dedicated to serving Cape Breton University students. They provide a variety of services such as tutoring and health and dental benefits. Students' Union membership means you can purchase bus passes at a discount; receive free tutoring and legal services; and be eligible for employment with the Students' Union. The Students' Union also operates Caper Convenience; the campus convenience store and the Pit Lounge which is open on Friday evenings during the summer and most every night during the Fall and Winter terms. For further information on how you can access these services and more, please visit the Students' Union office located across from the Bookstore, or visit CBUSU at: [www.cbusu.ca/](http://www.cbusu.ca/).
5. **Society Membership:** Get involved and join today! On its website, the CBU Students' Union lists the many societies that are available to join, including the Aboriginal Society, Celtic and Gaelic Society, CBU Conservative Association, Enactus CBU Society, Gaming Society, Math Society, Society of Petroleum Engineers, Pre-Med Society, Saudi Society, Volunteer Society, Biology Society, Chemistry Society, Debating Society, Engineering Society, Global Brigades, Nursing Society, Political Science Society, Psychology Society, Save the Children Society, Business Society, Christian Student Society, Education Society, French Club, International Students Society, Orange Army, Pre-Law Society, Public Health Society, the Track and Field Society...and more! To enrich your university experience, contact the Students' Union and join one or more of these great societies today.
6. **International Students' Services** – We realize you are new to the university, new to the community, and the country. You may have questions and need information that is not included in this guide. The **International Students' Advisor Office** is in the Student Services area. Contact Stephanie Macdonald at [Stephanie\\_Macdonald@cbu.ca](mailto:Stephanie_Macdonald@cbu.ca) or phone (902) 563-1671 for

more information. There is also a very active International Students Society on campus. See the CBU Student Union site at: [www.cbusu.ca/](http://www.cbusu.ca/) for more information.

As well, if you are in the CBU Library, approach the “Research Assistance” desk. Staff members are there to help you with your research, but if have a question about services and/or resources; they will likely be able to direct you to the appropriate person or resource on campus or in the community.

7. **Cape Breton Health Recreation Complex** – As a CBU student you have full access to the fitness centre in the Cape Breton Health Recreation Complex, just show your student id when you go in. The fitness centre is located in the big white dome adjacent to the residences and soccer field. There is also an inside soccer field and track under the dome. The Complex is open seven days a week. Contact Yann Artur at [Yann\\_Artur@cbu.ca](mailto:Yann_Artur@cbu.ca) for more information. Summer hours of operation are Monday - Thursday 6:30am-10:00pm; Friday 6:30am-9:00pm; and Saturday-Sunday 10am-5:00pm.
8. **Max Bell Health Clinic** – The Max Bell Centre is open daytime Monday through Friday and a nurse is always available. There are also physician hours. For hours of operation visit: [www.cbu.ca/current-students/health-centre](http://www.cbu.ca/current-students/health-centre) or call (902)563-1359 for more information or an appointment.
9. **Jennifer Keeping AccessAbility Centre (JKAC)**: The JKAC serves to provide support and services to academically qualified students with disabilities. Its primary purpose is to assist in providing equal access to educational resources, facilities and opportunities to its students by removing educational and environmental barriers that prevent or limit students with disabilities from achieving their goals and from participating in a post-secondary setting. The Centre aims to assist students to overcome these challenges, both academically and personally, in order to ensure a healthy and friendly university career throughout their studies. Further information is available at [www.cbu.ca/jkac](http://www.cbu.ca/jkac) or by phone (902) 563-1208.
10. **Caper Convenience Store** - The “corner store” on-campus is located across from the cafeteria. The store offers all sorts of goodies ranging from chips, pop, and bars and groceries like water, juice, milk, bread, cleaning supplies, sandwiches, and newspapers. There is always fresh coffee!!! Hours of operation are Monday – Friday: 8:00am – 10:00pm; Saturday & Sunday: 12:00pm- 8:00pm.

**11. Safety and Security** - CBU has taken measures to provide the safest possible living and learning environment. We encourage you to take an active role in keeping your community safe. Alertness, common-sense precautions, and concern for fellow students, faculty, and employees are essential in keeping our campus safe. Help us to ensure that your experiences at Cape Breton University are positive and enjoyable. If you have concerns, contact Denise Campbell, Manager, Safety & Security (902) 563-1801 or e-mail [Denise\\_Campbell@cbu.ca](mailto:Denise_Campbell@cbu.ca)

**Campus Security Officers:** Campus Security Officers provide services to all members of the Cape Breton University community 24 hours/day, 7 days/week. Uniformed personnel patrol the campus, control access, transport students with disabilities and respond to incidents and emergencies. They can be reached in Campus Centre (Main Lobby or by phoning (902) 563-1133 (main desk), (902) 578-2316 (cell), or e-mail: [security@cbu.ca](mailto:security@cbu.ca)

**12. Additional Resources/Services:** All CBU offices are accessible via email and toll-free phone (1-888-959-9995). All student services are conveniently organized under the 'current students' tab of the CBU website, including references to:

- Counseling Services: [www.cbu.ca/current-students/counseling-services](http://www.cbu.ca/current-students/counseling-services)
- Human Rights Discrimination & Harassment Office: [www.cbu.ca/discrimination-harassment](http://www.cbu.ca/discrimination-harassment)
- Academic Success Coaching: [www.cbu.ca/success/academic-coaching](http://www.cbu.ca/success/academic-coaching)

And more, please take a moment to familiarize yourself with the services provided by Cape Breton University: [www.cbu.ca/current-students](http://www.cbu.ca/current-students)

### **13. Important dates and deadlines**

Scheduling your workload is one of the primary factors in the successful completion of the MBA in CED program. Familiarize yourself with the critical dates such as, registration and course change deadlines, examination schedules, reading week, research report deadlines and the dates to apply for convocation. The CBU Academic Calendar provides an up-to-date list of key dates. <http://www.cbu.ca/sites/cbu.ca/files/pdfs/current-calendar.pdf>

## IV. Additional University Information

Cape Breton University is a public university rooted in the community. CBU strives to maintain the highest standard of integrity, respect and ethical conduct - especially in its relations with its primary stakeholders: **students**.

**CBU Mission Statement:** Create a synergy of high quality university education and research that engages and inspires our learners and partners and has significance, relevance and application in contexts from local to global.

**CBU Vision Statement:** We are determined to maintain our character as a university that simultaneously respects and maintains its core responsibilities to service of our Cape Breton community and its vibrant cultures while continuing to nurture innovation in education and research. We will continue to provide strong and sustainable, high quality education programs for all learners and give each an opportunity for success. We will maintain our pursuit of a diversity of scholarly, relevant research that emerges from the creativity and insight of our faculty and engages their students and colleagues.

CBU practices full disclosure of all policies. Key information about the University's organization, policies and programs is published in the Academic Calendar and it is publically available on the University website: [www.cbu.ca](http://www.cbu.ca). Specifically, information on the following topics can be found:

- History of the university and its governance and academic structure (Calendar pp 378; [www.cbu.ca/governance](http://www.cbu.ca/governance))
- General description of each academic program, including the MBA in CED degree program (Calendar pp 76; [www.cbu.ca/mba](http://www.cbu.ca/mba))
- The academic credentials of faculty, including the dedicated MBA in CED faculty (Calendar pp 385-391; [www.cbu.ca/mba/faculty](http://www.cbu.ca/mba/faculty))
- Individual descriptions of all courses in the academic programs, including the MBA in CED (Calendar pp 276-282; [www.cbu.ca/mba/course-descriptions](http://www.cbu.ca/mba/course-descriptions))
- Important dates & deadlines ([www.cbu.ca/sites/cbu.ca/files/docs/Important%20Dates%200-2013\\_1.pdf](http://www.cbu.ca/sites/cbu.ca/files/docs/Important%20Dates%200-2013_1.pdf))
- MBA Handbook: a copy of this handbook is readily available on the CBU Library website (<http://libguides.cbu.ca/mba> )

## V. Academic Regulations

CBU has in-place policies and procedures, known as *Academic Regulations*, to guide resolution of any student academic matter. The Academic Regulations are published in the Calendar (pp 29-45) and are also publicly available at [www.cbu.ca/sites/cbu.ca/files/pdfs/current-calendar.pdf](http://www.cbu.ca/sites/cbu.ca/files/pdfs/current-calendar.pdf).

The Academic Regulations include procedures to deal with the following:

- Appeals of Academic Decisions, reassessment of course grades, grievances etc.  
(Calendar pp 34-36)
- Conflict and harassment (Calendar pp 376) [www.cbu.ca/sites/cbu.ca/files/pdfs/discrimination-harassment-policy.pdf](http://www.cbu.ca/sites/cbu.ca/files/pdfs/discrimination-harassment-policy.pdf)
- Security of academic student records (Calendar pp 43)  
[www.cbu.ca/sites/cbu.ca/files/pdfs/registrar-confidentiality-student-records.pdf](http://www.cbu.ca/sites/cbu.ca/files/pdfs/registrar-confidentiality-student-records.pdf)
- Payment schedule of fees and charges (Calendar pp 45) [www.cbu.ca/fees](http://www.cbu.ca/fees)
- Student dismissal/Discontinuation (Calendar pp 38 )
- Withdrawals and refunds (Calendar pp 29)

### Policies and Procedures

All policies and procedures that safeguard students' interests are publically accessible. The Academic Calendar summarizes all of the information in the Academic Regulations section:

[www.cbu.ca/sites/cbu.ca/files/pdfs/current-calendar.pdf](http://www.cbu.ca/sites/cbu.ca/files/pdfs/current-calendar.pdf) including:

- Admissions – Admission standards and procedures
- Entrance examinations – Admission standards and procedures
- Grading
- Ability of international students to meet program requirements for program completion
- Method of course delivery
- Academic honesty and plagiarism
- Intellectual property rights
- Student dismissal – Academic Regulations, Withdrawal, Discontinuation, etc.
- Dispute resolution – Appeals procedure; Discrimination and Harassment Policy
- Withdrawals and refunds - Academic Standing, Student Evaluation, Academic Performance Review, and Graduation

- Institutional closure, and
- Supervision of students working on their capstone research projects

All pertinent information regarding credit transfer arrangement, international students student transfer, admission requirements, payment of fees, withdrawals and refunds can be found on CBU's Admissions site: [www.cbu.ca/admissions](http://www.cbu.ca/admissions) and the MBA in CED website: [www.cbu.ca/mba](http://www.cbu.ca/mba). Specific information about the program, method of delivery and specific entrance requirements can be found on the program-specific website: [www.cbu.ca/mba](http://www.cbu.ca/mba).

Decisions involving student enrolment, credit recognition, grade assignment, or misconduct are subject to the Cape Breton University's Appeals Committee. The due process requires procedural appeals to be handled by the Cape Breton University's Appeals Committee represented by both faculty, administrative and student members, and the substantive appeals by various academic levels ending with a decision by the respective dean.

## Privacy

The CBU website is in compliance with standard university practice. Canadian legislation highlights students' rights to access information held by the University, or the University's obligation to protect students' private information. In that regard, CBU is subject to the Freedom of Information and Protection of Privacy Act (FOIP), which is provincial legislation designed to make public bodies more open and accountable by providing the public with the right of access to records, and at the same time to protect personal information from unauthorized collection, use, or disclosure by public bodies.

Policies are in place at CBU to ensure compliance to the legislation. More information regarding how student privacy is safeguarded and how FOIP is implemented at CBU is available at [www.cbu.ca/privacy](http://www.cbu.ca/privacy).

## VI. Community Connections

You're here to learn after all, and learning isn't confined to the classroom. If you're from another part of Canada or another country, Cape Breton will present some cultural differences, some may be welcome and some may be challenging. We encourage you to keep an open mind and heart, get out of your comfort zone and make an effort to engage with your new community. Local students in the

program are your best references for where to go and what to do. We know our students and the whole community will do their best to welcome you! From a Cape Breton perspective, not only do we want you to have a positive experience that you can think back on for years to come, but we hope you may even consider staying in Cape Breton. We want to attract people just like you to live and work and be part of our exciting future!

Look for intimate events such as the local music, arts and culture scene, the Ideas forum and volunteer opportunities that make it easier to meet people. Cape Bretoners are welcoming and simply introducing yourself to the person seated next to you may lead to a whole new group of friends.

This section has been prepared by two former MBA students as an introductory guide to your new community. It is in no way intended to be an endorsement of the facilities or events. It is a view of the community from the perspective of two of our former students. We encourage you to do your research, explore and enjoy all that Cape Breton has to offer.

## Food and Groceries

Written from the perspective of a CFA (Come From Away) student from a big city, CBRM has all you need (with the exception of a wide variety of restaurants to satisfy a global palette). Items that may be hard to find with respect to specialty shops, specialty grocery items and restaurants can be found during weekend trips to Halifax or in care packages from home.

Here is a map to groceries in the area: <http://tinyurl.com/8yrxdtw>.

- **No Frills** is the closest grocery store to the university on Grand Lake Road. You can get your basic foods there and pretty good deals (dollar days are exactly as they say, but the food is not necessarily healthful).
- Close to **No Frills** and on the opposite side of the road there is a **Bulk Barn** which carries everything from soup to nuts; candy and snacks; baking ingredients, spices; coffees;, teas; and more. Plus, since you are buying in bulk, you can purchase in small or large quantities.
- **The Co-Op** is at the corner of Victoria Rd and Grand Lake Rd. You can purchase from there even if you are not a member, but if you are a member you receive special discounts, dividends at the end of year and you are supporting a community-based enterprise.
- A recent addition to the area is the **Camel Food Market** located at 269 Townsend Street, Sydney (902) 539-0854. Specializing in ethic foods; further information is available on their facebook page.

- **Sobeys** is located on Prince Street, which is a continuation of Grand Lake Rd (heading towards downtown Sydney). Sobeys has an excellent selection and a great sushi bar!
- **The Atlantic Superstore** is located in Sydney River on Kings Rd., 1 km from Sydney (close to downtown Sydney). They too have a large selection and provide a 10% discount to students with ID on Tuesdays.
- There is also a small but very good natural food store called **Charlene's Nutrition Centre**, located on King's Rd, where you can get many specialty dietary items.
- In Glace Bay, the **Sobeys** and the **Atlantic Superstore** are both located on Reserve Street (opposite sides) and accessible by the CBU bus. There is also a **Sobeys** on Emerald Street in New Waterford.
- **The Cape Breton Farmer's Market**, [www.cbfarmersmarket.com](http://www.cbfarmersmarket.com), is located in Sydney River and well worth the trip! It is as much a social gathering as it is an opportunity to get some fresh and locally grown food. The market runs on Saturday from 8:30 am -1:30 pm, on 340 Keltic Drive
- **The Downtown Sydney Farmer's Market**, on the corner of George and Pitt Street, Sydney [www.downtownsydneyfarmersmarket.wordpress.com](http://www.downtownsydneyfarmersmarket.wordpress.com), is a smaller market that runs on Saturdays from 1pm to 4pm only during the summer months.
- Alcohol is sold in retail stores almost exclusively owned and operated by the provincial government through the **Nova Scotia Liquor Commission** (NSLC). Many of these stores are attached to grocery stores. Some independent retailers, such as vineyards, are permitted to sell alcohol, as well as some stores in rural communities.

**Side Note: Lobster Season:** *If you're here in July, you will no doubt experience George's famous MBA 'Lobster Do'! But if one feast just won't satisfy those seafood cravings (and we can't blame you!), there are plenty of other opportunities!*

*Here's a little gem especially for those of you with wheels: Mac's Convenience Store on George Street (beside Wentworth Park) sells Main-a-Dieu lobsters throughout the lobster season (early May to mid July). You can buy fresh cooked or uncooked lobster by the pound from the little hut next to the store. Pack a lobster cracker (a nut cracker and some elbow grease will usually suffice), some sides and a cold drink and treat yourself to a picnic in the park. When Cape Bretoners sit down to a feed of lobsters, it's a pretty standard fare. Salads, including potato and macaroni, soft rolls and often some melted butter for dipping rounds out the meal. But it's all for naught if you can't get to that delicious meat. So here's a good guide to how to get that shell off without too many cuts to the hands and lobster juice to the eyes!*

[www.tastelobster.ca/eng\\_home.php?page=10&handling=cr&lang=](http://www.tastelobster.ca/eng_home.php?page=10&handling=cr&lang=).



## Coffee

With so many papers, exams, presentations, early mornings, late nights and yes, group work...unless you're one of those special people who manage to remain productive without caffeine; you're going to want to pay close attention to this section.

- **Roasters** and **Caper Corner** have coffee cards that let you earn stamps towards a free coffee, just ask for one. There are fair trade coffee options and you can use your reusable mug.
- Outside of the cafeteria, meal hall and Roasters, Caper Corner (the Student Union convenience store) is the only place on campus to get a cup o' jo (coffee) on the weekends.
- Just down the road from CBU, towards Sydney, (walking distance) is a **Tim Horton's** at the Ultramar gas stop. If you're not from Canada, you may not be familiar with Tim Horton's, a national coffee chain that is now expanding into the US, but you will see one almost everywhere you go. Tim's or 'Timmy's' offer late hours but no WiFi.

There are also several independent coffee shops, some with WiFi, located in the Sydney downtown and south end area:

- **Wentworth Perk**, [www.wentworthperk.com](http://www.wentworthperk.com), or 'the Perk' is located across the street from Wentworth Park on George Street. This shop offers free WiFi, a great deck and lots of drink and food options.
- **Doktor Luke's**, <https://www.facebook.com/doktorlukes>, is located near Wentworth Park at 40 Kings Rd, Sydney, NS B1S 1A1
- **The Bean Bank Café and Catering**, [www.beanbank.ca](http://www.beanbank.ca), is another great option located downtown Sydney on Charlotte Street. This café also offers a wide menu, WiFi and a small sidewalk patio.
- **Cape Breton Fudge Co.**, [www.capebretonfudgeco.com](http://www.capebretonfudgeco.com), located in the bottom of Smart Shop Place (Charlotte Street, Sydney), also has a café and offers live music on occasion.

## Laundry Services

There are laundromats in just about every neighborhood. If you are looking for laundromats in and around Sydney the following are some known sources.

- Ashby Laundromat 453 Whitney Ave (902) 562-1383 (close to corner of Welton St. & Whitney Ave.)
- Shipyards Laundromat 133 Argyle St (902) 539-5504 (on the corner of Argyle and Gritton)

- PJ's Variety & Laundromat 1370 Victoria (902) 539-7780
- Snow White Laundry & Dry Cleaning 58-49 Terrace (902) 564-8111

## Housing

Advertising for housing in Sydney can be scarce. While it can be tough to find rental accommodations, there are a few options and it helps if you know people in the area or can consult a trusted source about neighborhoods in advance of your move. If you will be using bus services you may want to consult the schedule and route of those buses, [www.cbrm.ns.ca/transit.html](http://www.cbrm.ns.ca/transit.html), before contacting people about housing. CBU also provides information, tips and listings of available off-campus housing. Contact: Sylvia Clements, Off-Campus Housing Coordinator, at:

[Sylvia.Clements@cbu.ca](mailto:Sylvia.Clements@cbu.ca) or by phone (902) 563-1792

### Resources:

- Access Nova Scotia's Residential Tenancies Program includes important information on the rights and responsibilities of tenants and landlords  
[www.gov.ns.ca/snsmr/access/land/residential-tenancies.asp](http://www.gov.ns.ca/snsmr/access/land/residential-tenancies.asp)
- CBU's off-campus housing list [www.cbu.ca/housing-dining/off-campus](http://www.cbu.ca/housing-dining/off-campus)
- New Dawn has rental apartments and vacancies listed on-line at [www.newdawn.ca/rental-properties/](http://www.newdawn.ca/rental-properties/)
- Kijiji also lists apartment and house rentals [www.capebreton.kijiji.ca/f-real-estate-apartments-condos-W0QQCatIdZ37](http://www.capebreton.kijiji.ca/f-real-estate-apartments-condos-W0QQCatIdZ37)
- Cape Breton Post, our local paper, has listings in the classified section.  
[www.yourclassifieds.ca/cb-ns-capebretonpost/for-rent/search](http://www.yourclassifieds.ca/cb-ns-capebretonpost/for-rent/search)
- The Maritime Merchant is a buy/sell/trade/give away printed weekly publication available in most convenience stores or through an online subscription [www.maritimemerchant.com/](http://www.maritimemerchant.com/)

## Arts and Entertainment

### Entertainment Guide

**What's Goin' On**, Cape Breton's "Go and Do" site is a great one-stop reference guide to all of the things to do on the island. [www.whatsgoinon.ca/](http://www.whatsgoinon.ca/)

## Movies

The only movie theatre in Cape Breton is **Cineplex Cinemas Sydney**, located on Prince Street, Sydney. **Boston Pizza** shares the same parking lot making it a convenient pre- or post-movie stop.

The **Cape Breton Drive-In Theatre** is a fun and unique experience! Open May to the holiday weekend in October, the Drive-In is located on Sydney-Glace Bay Highway, between the Mayflower Mall and CBU. You and a carload of your friends can enjoy at least two movies \$17.99. Check out their sign, website or Facebook Page for current movies

[www.capebretondriveintheatre.com](http://www.capebretondriveintheatre.com).

## Music

Cape Breton is replete with musicians and great music. If you like live music and a good variety there are many options throughout the region. One popular option is **Governor's Pub and Eatery**, [www.governorseatery.com](http://www.governorseatery.com), on The Esplanade (restaurant downstairs, pub upstairs). To check out all of the other great venues on the web at [www.whatsgoion.ca/](http://www.whatsgoion.ca/).

The biggest music event on the island by far is the annual Celtic Colours International Festival [www.celtic-colours.com](http://www.celtic-colours.com). This year's festival is October 10-18 with venues all over the island.

A few smaller venues now offer local music including:

**Wentworth Perk** on George Street hosts musicians on a fairly regular basis, just check out their Facebook group for upcoming events on the board in the café. The **Cape Breton Fudge Co.** downtown Sydney also plays host to musicians, check their website for details. The **Fox Den**, 451 Prince Street, serves food, drink, and entertainment. And, **The Old Triangle Irish Alehouse**, 424 Charlotte Street, also has entertainment.

If you are looking for an earthy experience you can check out the **Elk's Club**, located on Bentinck Street. Information about what is on at the Elk's is usually word of mouth. If you use facebook and twitter we recommend you consider checking out some of these sites on-line. It is a quick and easy way to stay connected.

There are a few options for sports bars. In Sydney there's **Boston Pizza**, on Prince Street (beside the movie theatre), **Steel City Sports Bar**, on Townsend Street and **Don Cherry's** on King's Rd are all options as is the **Main Event** in Glace Bay.

## More Entertainment Options

**Cape Breton Centre for Craft and Design**, [www.capebretoncraft.com](http://www.capebretoncraft.com), is a very cool spot located on Charlotte Street, Sydney. There's an artist's gallery downstairs (yes, you can buy their wares!) and space for studios, workshop and meetings. Courses and workshop are offered throughout the year; check the website for further details.

**Ideas Powered by Passion** is a speaker's series that runs monthly (Fall thru Spring) at the Cape Breton Centre for Social Innovation, 39 Nepean St. Sydney. Hosted by **New Dawn Enterprises Ltd**, Canada's oldest community corporation, it features leaders and musicians from Cape Breton. It is a free event and runs from 7-9 pm (the coffee and tea are free; just bring your own mug). It is also a unique and wonderful opportunity to network with people from the region and to learn about community economic development in action on the island. Check out their Facebook group or website [www.newdawn.ca/community/ideas-powered-by-passion/](http://www.newdawn.ca/community/ideas-powered-by-passion/)

**Techsocal**, hosted by Innovacorp, is a "monthly meeting for those with an interest in technology and innovation in Cape Breton". If this sounds like you, check out <http://www.tecsocial.ca/> for events and updates.

**Dream Big Cape Breton**, [www.dreambigcapebreton.com](http://www.dreambigcapebreton.com), is blog started by a young woman named Leah Noble who says "this blog exists because I know that we *can* solve these problems, and that we *can* make our communities truly vibrant and strong, by connecting with each other, sharing resources + ideas, and working towards common goals." What a great vision and it fits well with our MBA in CED perspective! It's also a great way to connect with fellow 'Dreamers'. Dream Big also has a Facebook group if you're interested in receiving updates that way.

**Nextgen**, a Cape Breton Partnership program, focuses on issues and opportunities pertinent to those ages 16 to 45. Check out their website for more information [www.cbnextgen.com/](http://www.cbnextgen.com/).

## Banking

For a comprehensive listing of all major banks and credit unions in the area, see the website <http://bit.ly/1hDH0Ub>

## Shopping

Downtown Sydney <http://tinyurl.com/bus3z3h> has many independent retailers. Downtown Glace Bay also has a small selection of shops. Located only three kilometers from the university (towards Sydney), the **Mayflower Mall**, [www.mayflowermall.com](http://www.mayflowermall.com), has over 70 stores with a food court,

restaurants and several anchor stores including **The Bay, Future Shop, Staples** and **Winners**. Across the highway from the Mayflower Mall is a small commercial park with a **Wal-mart, Canadian Tire, Home Depot** and several smaller retailers. There is another **Wal-mart** in the Cape Breton Plaza on Keltic Dr, Sydney River and a **Zellers** store near the Sobeys on Prince Street.

The **Cape Breton Shopping Plaza** on Keltic Drive in Sydney River has several stores including **Dollarama, Value Village, Wal-mart** and **Sobeys**. A **Dollarama**, often a stop for students stocking up on cheap basics, and the **Bulk Barn**, are located next to each on Welton Street near the **No Frills**. There is also **Dollarama** located on Sterling Road, Glace Bay. More information on shops and services is at: <http://sydney.capebretonisland.com/shop.html>.

If you need to buy furniture, **Kijiji** at [www.kijiji.ca/h-cape-breton/](http://www.kijiji.ca/h-cape-breton/) is a good and inexpensive on-line resource. You may also consult postings at the university on the corkboards. There are also a few second hand furniture stores in town. **Value Village** on Keltic Drive in Sydney River offers used clothing, household goods and some furniture and accepts donations of the same.

## Sports, Parks and Recreation

Cape Breton has an outstanding offering of outdoor activities all year round. If you're from the city, it's a great opportunity to slow down and reconnect with nature. Wherever you're from, take some time off the books and hit the trail to recharge.

### Golf

If you're golfer or you've always wanted to give it a try, you're in the right place! From driving ranges to Canada's only true Links course, Cape Breton is a golfer's dream. And you don't have to go far to give it a try, there's even a golf course just across the street from CBU. Cape Breton has a lot to offer, check out [www.cbisland.com/](http://www.cbisland.com/) and [www.golfcapebreton.com/](http://www.golfcapebreton.com/)

### Fitness Centers

Your tuition includes a membership to the beautiful new **Cape Breton Health and Wellness Facility** located next to the CBU residences: [www.cbu.ca/current-students/recreation-fitness](http://www.cbu.ca/current-students/recreation-fitness). Besides track and field facilities and a well-equipped gym, the centre offers several fitness classes, just ask for a schedule at the front desk and don't forget your student ID!

There are several privately owned gyms throughout the CBRM as well as a newly renovated and expanded **YMCA**, [www.cbymca.com](http://www.cbymca.com), on Charlotte Street, Sydney. Discounted memberships for students! Check out their website or Facebook page for more information and class and pool schedules.

### **Parks and Beaches**

There are a several parks, fields, and beaches in the CBRM that are nice for relaxing, walking or having a picnic. Here are a couple of nearby 'get aways':

- Baille Ard Trail is in the southend of Sydney, a great spot for a walk in the woods.  
[www.bailleardnaturetrails.com](http://www.bailleardnaturetrails.com)
- Wentworth Park on George Street in Sydney
- Big Glace Bay Beach and Bird Sanctuary is a beautiful beach and protected wetland area not too far from CBU.
- The Northend Park Project is a non-profit volunteer group that is working hard to build a new playground and revitalize a local park at DesBarres Street in Sydney.
- **Cape Breton Highlands National Park** [www.pc.gc.ca/pn-np/ns/cbreton/index.aspx](http://www.pc.gc.ca/pn-np/ns/cbreton/index.aspx)
- **Nova Scotia Provincial Parks** [www.novascotiaparks.ca/misc/capebreton.asp](http://www.novascotiaparks.ca/misc/capebreton.asp).

### **Hiking**

Cape Breton is a hiker's dream and the perfect activity for students – a great way to de-stress, get some exercise and get up close and personal with this beautiful island! Just be sure to always think safety first– don't hike alone, carry a walking stick, heed all park warnings, and know what to do if you encounter an animal. In recent years, there have been several incidences of coyote attacks and the Cape Breton Highlands National Park website has information on how to hike safely and responsibly: [www.pc.gc.ca/pn-np/ns/cbreton/visit/visit6.aspx](http://www.pc.gc.ca/pn-np/ns/cbreton/visit/visit6.aspx)

The **Moosebait** website, [www.moosebait.com](http://www.moosebait.com), is a good resource for hikers. It lists 28 hikes throughout Cape Breton including descriptions and a map locator.

### **Skiing**

**Ski Ben Eoin** is located approximately 45 minutes from the university on Trunk 4 heading towards St. Peters. The hill offers downhill skiing, cross-country skiing, snowboard and snowshoeing. Equipment rental and lessons are available and passes can be purchased for the season or per visit. Check out their website for further details [www.skibeneoin.com](http://www.skibeneoin.com).

For something a bit different, **Ski Tuonela** offers telemark ski trails, equipment rental and instruction. Accommodation is also available [www.skituonela.com](http://www.skituonela.com)

### Kayaking

Whether it's the stark beauty of rugged ocean coastlines, the diverse ecosystem of the beautiful Bras d'Or Lakes or one of countless rivers and lakes from the Mira to North River, this is a kayakers dream! If you're looking for a guided tour, instruction or rentals, several kayak operators offer just that and not too far off the beaten path. **North River Kayaks** [www.northriverkayak.com](http://www.northriverkayak.com) and **Rising Tide Expeditions** [www.risingtideexpeditions.ca](http://www.risingtideexpeditions.ca) are two well-known operators that could help you get started.

### Wildlife

**Two Rivers Wildlife Park**, [www.tworiverspark.ca](http://www.tworiverspark.ca), on the Mira River is open all year long and run by a community non-profit organization. There are activities for all ages and all seasons and over 500 acres of park to explore. In addition to visiting with the wildlife, there really is an amazing offering of activities: swimming, paddle boats, wagon rides, camping, cross country skiing (rentals available), skating, ice fishing and sleigh rides! You'll need a car to get there but it's not a terribly long a trip, approximately 27 kilometers from CBU. Adult admission is \$6.50 or \$30.00 for a year pass.

## Restaurants

There are plenty of restaurants to choose from, however, you may find the selection of international fare a bit limited. That said, recent years have seen a vast improvement in eating-out options and students can find a decent variety from pizza (we love our pizza!) and donairs, to traditional pub and seafood menus, to Greek, Middle Eastern and Indian cuisine.

The closest restaurant to the university is **Flavor 19**, [www.cbflavor.com/nineteen](http://www.cbflavor.com/nineteen), located across the highway from the university at the **Lingan Golf and Country Club**. This restaurant has a wide menu including a burger bar, a patio overlooking the greens and often hosts musical entertainment.

There is also the **Camel Lounge Grill & Café**, 263 Townsend St, Sydney, 902-567-5232, Sydney's first restaurant specializing in authentic Egyptian cuisine.

There is a great listing of restaurants throughout the entire island including a map feature: <http://www.cbisland.com/experiences/culinary>

## Getting Around

*Students' Notes: Road/street naming is a bit odd. CBU is on Grand Lake Road. If you turn left at CBU's lights, you are heading toward Sydney and the same road turns into Welton Street and then to Prince Street before ending in downtown Sydney. If you turn right at the lights, you are heading to the airport and ultimately Glace Bay where the same road turns into Reserve Street, Glace Bay. As well, the Esplanade in downtown Sydney turns into Kings Road which runs out to Sydney River before turning into beautiful Route 4 Highway which will take you to Saint Peters' and beyond along the Bras d'Or Lakes.*

**Active Transportation:** The Cape Breton Regional Municipality has an Active Transportation Plan and the website includes information on the new bike lane on George Street and a map of cycling routes throughout CBRM. [www.cbrm.ns.ca/active-transportation.html](http://www.cbrm.ns.ca/active-transportation.html). CBRM transit buses also have bike racks so that you can bike part of your route. Joining up with **Velo Cape Breton** is a great way to get active, explore the island and make new friends. Membership is only \$10, check out their website for more details. [www.velocapebreton.ca/](http://www.velocapebreton.ca/). **Framework Cycle and Fitness** on Townsend Street, Sydney, is another resource to get you started with biking [www.frameworkfitness.com/](http://www.frameworkfitness.com/).

**Local Buses:** Between Monday and Friday, Route 1 (CBU) buses leaving CBU for Sydney start with a 7:25am departure and the last bus of the night leaves at 9:30pm. Buses leaving CBU for Glace start at 7:40am with a last departure at 10:30pm. Saturday's schedule is similar but a few of the regular stops do not run. Buses do not run on Sundays! There are several other bus routes to surrounding communities and neighborhoods within the Sydney area. Schedules vary; please check the CBRM Transit website for further details. [www.cbrm.ns.ca/transit.html](http://www.cbrm.ns.ca/transit.html).

Students can buy discounted tickets (individual or a book of 20) from Caper Convenience for only \$1.50 each. The store also has printed bus schedules available. Student bus passes can be purchased from the Student's Union for \$45/month. Buses depart CBU from the bus stop in front of the Canada Games Complex (near the Subway) and they have bike racks on the front for those of you who wish to bike part of the way!

**Non-local Bus Service:** **Maritime Bus**, [www.maritimebus.com/](http://www.maritimebus.com/), is a long distance bus service with stops throughout Nova Scotia, New Brunswick and Prince Edward Island. Students receive discounted fares with their photo student ID. See their website to purchase tickets and check the schedule.



**Shuttle Services:** There are several **shuttle service** operators in the CBRM. These shuttles are usually independently owned operated and most offer a daily service between Cape Breton and Halifax (or Halifax airport). Routes, pick and drop off locations, prices, and schedules may vary between operators. Just search the Yellowpages, [www.canada411.ca](http://www.canada411.ca), for 'shuttle service' or check out Destination Cape Breton's list <http://www.cbisland.com/plan-your-trip/getting-around>

**Taxi Cabs:** Again, Destination Cape Breton is a great resource [www.cbisland.com/plan-your-stay/getting-around](http://www.cbisland.com/plan-your-stay/getting-around).

**Car Rental:** There are four operators serving the CBRM area:

- **Enterprise Rent-a-Car** on Grand Lake Road, Sydney [www.enterpriserentacar.ca](http://www.enterpriserentacar.ca)
- **Budget Car Rental** has three locations: Welton Street in Sydney, the JA Douglas McCurdy Sydney Airport and Seaview Drive in North Sydney. [www.budget.ca](http://www.budget.ca)
- **Discount Car and Truck Rental** on Victoria Road, Sydney [www.discountcar.com](http://www.discountcar.com)
- **Avis** has locations at the airport and on Seaview Drive in North Sydney [www.avis.ca](http://www.avis.ca)

**Driving:** The Registry of Motor Vehicles, [www.gov.ns.ca/snsmr/rmv](http://www.gov.ns.ca/snsmr/rmv), handles everything to do with drivers and licensing including vehicle permits and registration, drivers' exams, licenses and identification in Nova Scotia. Many services are available online but some things will require a trip to the customer service at Access Nova Scotia Centre located at 380 Kings Road in Sydney.

## Disclaimer

It is the responsibility of all students to familiarize themselves each year with the information provided by the Student Handbook and the Cape Breton University Academic Calendar ([www.cbu.ca/academiccalendar](http://www.cbu.ca/academiccalendar)). It is the responsibility of the student to be aware of the policies and requirements of the MBA in CED program. This student handbook has been prepared as a reference.

The information and course references in this handbook prepared as a guide. In the event of an inconsistency between the general academic regulations and the Student Handbook, the Shannon School of Business and the Senate regulations and policies shall prevail.

The University reserves the right to limit enrolment in any program and/or course. Note that enrollment in many classes is limited. Admission to the MBA in CED program does not guarantee enrollment within a particular course. Reasonable effort will be made by the University to accommodate all students; however, it is the responsibility of the student to ensure course selection and registration are completed.

By the act of registration, each student agrees to abide by the policies and regulations of the Cape Breton University and the Shannon School of Business.