BROCK PSYCHOLOGY DEPARTMENT
GRADUATE PROGRAM
POLICIES AND PROCEDURES MANUAL (PPM)

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GRADUATE PROGRAM CONTACT INFORMATION 2013-2014

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BROCK PSYCHOLOGY DEPARTMENT GRADUATE PROGRAM
POLICIES AND PROCEDURES MANUAL[1]

SECTION I: GENERAL POLICIES AND PROCEDURES FOR MANAGEMENT OF THE PSYCHOLOGY GRADUATE PROGRAM

The Graduate Program Director. The Graduate Program Director is appointed by the Department Chair, for a term of 3 years. It is the duty of the Graduate Program Director to oversee the graduate program. The Graduate Program Director carries out all duties in consultation with the Department Chair, with the support of a Graduate Administrative Assistant, appointed by the Department Chair, and receives a full course release per year.

Specific duties include:

1. Serving as Chair of the Graduate Committee and the Admissions Committee.

2. Providing guidance to students who are enquiring about the program and/or about their options, in general, at the MA or PhD level.

3. Providing guidance for resident graduate students with respect to their applications for external scholarships and fellowships, and applications to PhD or post-doctoral programs.

4. Being available as a source of guidance with respect to students' interactions with the program and the department, including selection of courses.

5. Overseeing the preparation of graduate program materials, which include advertising posters, the graduate section of the department web page, the *Brock Graduate Calendar* (available on-line) and other university publications, as well as the *Canadian Psychological Association Graduate Guide*.

6. Taking the lead in creation of any documents for periodic review of the Graduate Program, meeting with reviewers during their visit, creating a response to the reviews, and bringing forth issues to the Graduate Committee that were identified by the reviewers.

7. Meeting with the incoming class to welcome them and review Departmental policies and expectations.

8. Ensuring that all students' department files are kept up-to-date with respect to their progress, grades, graduate record forms, and so on.

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[1] *These are intended to be guidelines for the operation of the graduate program and are subject to change. Students and faculty are responsible for regularly consulting the online version.*

9. Overseeing students' progress through monitoring grades and arranging for their progress reports. The Graduate Program Director brings any problems to the attention of the Graduate Committee.

10. The Graduate Program Director brings students' concerns to the attention of the Graduate Committee. These include computer and equipment problems for which the Department is responsible.

11. Overseeing arrangements for each student's thesis oral defence. This involves making arrangements with the External Examiner, arranging a time and room for the examination, advertising the upcoming examination (within the Department, on the Psychology Department website), providing copies of the completed thesis to the External Examiner and all other members of the Examining Committee, and ensuring that the written comments of the External Examiner are received at least one week prior to the thesis oral.

12. Overseeing a departmental social occasion to welcome incoming graduate students in the fall of each year.

13. Ensuring that representatives from each graduate focus area meet each spring to review graduate program issues as they relate to their focus area, to discuss proposed calendar changes, elect the area representative for the following year, and consider suggestions for colloquium speakers.

14. The Graduate Program Director is a member of the Council of Graduate Program Directors. The purpose of the Council is to provide a forum for Graduate Program Directors, and others involved in graduate programs, to meet and exchange ideas about administrative aspects of graduate programs.

15. Updating the Policies and Procedures Manual (PPM) and posting the document online

The Graduate Committee. The Graduate Committee consists of the Department Chair, the Graduate Program Director, a representative selected by each of the graduate focus areas who also serve as the Admissions Committee, two graduate students (one selected from the MA program and one from the PhD program), and at least 2 other members of the Department who are appointed by the Department Chair. It is the duty of the Graduate Committee to oversee and monitor the graduate program and to plan for further program development when appropriate. Like all department committee meetings, this meeting is open to all faculty and the proceedings of the graduate committee meetings are presented at regularly scheduled department meetings for discussion and approval.

The Graduate Committee is also expected to review the annual and mid-term progress reports of each student for each year that the student is in the program. Feedback is given in the form of a brief letter prepared by the Graduate Program Director. These letters are based on recommendations made by the Graduate Committee after they have discussed each student's progress from the perspective of their grades, the progress reports submitted by the student and by their Thesis

Supervisor, and any other relevant submissions. These could come from course instructors who wish to comment on exceptional performance or who have some concerns about the student's performance that might not be evident from their grade. Similarly, mentors who have worked with the student on individual study papers or apprenticeships may wish to make a submission to this review. Student reviews can occur at other times if a student receives a grade of C or lower on a course, or if there is some other concern regarding the student's performance.

It is also the duty of the Graduate Committee to consider feedback about the program provided by the students. On the basis of this feedback, the Graduate Committee is in the position to make recommendations that would deal with student concerns. These recommendations are forwarded to the appropriate individuals by the Department Chair or are presented to the Department as a whole if the issues are related to general policy or procedures.

The Admissions Committee. The admissions procedure involves the establishment of an Admissions Committee composed of the Graduate Program Director and two representatives chosen by each focus group. The Admissions Committee will be considered a subcommittee of the Department Graduate Committee. The Department Chair typically attends all meetings of the Admissions Committee.

Applications and accompanying materials will be electronically uploaded to the Office of Graduate Studies. Applications will be available for viewing on Brock DB and all members of the Admissions Committee will have access to the files. The Graduate Administrative Assistant will print the application materials and create files for each applicant. As each file is completed, the Graduate Administrative Assistant will prepare the file for faculty perusal by compiling the Overall Average Grade, last 20 half credit Average Grade, and the Psychology Average Grade for each student. The Graduate Administrative Assistant will prepare a summary sheet for all applicants that will include the grade averages, GRE scores, and research interests. Faculty are informed as soon as possible after the closing date for applications (January 7) that the files are available for examination.

Those faculty interested in supervising a graduate student are encouraged to review student files as soon as they become available to see who might be an appropriate match. However, it is important to guard against overly rigid categorization of a student on the basis of the research they have done to date. It has been the experience of the Admissions Committee that students are quite open to considering many research projects within their general area of interest. Often their previous thesis reflects the opportunities that were available to them rather than a primary career choice. Faculty are, therefore, encouraged to call students and see whether a match in research interests is possible before deciding to dismiss that student as a possible choice.

A sheet will be provided at the beginning of each file where faculty can indicate that they have reviewed the file; whether they are interested in supervising the student; and whether they will be able to commit to providing some financial support for the coming year. In the faculty member's indication of support, it must be clear whether funds are certain (e.g., continuation of existing funds) or uncertain (e.g., if grant is up for renewal or if funding has not yet been announced on current applications).

Providing this information will help the Graduate Committee make its initial selections but it does not obligate a faculty member to take a student or require the Committee to accept that student. All acceptance decisions are made in consultation with the student's potential supervisor. The general policy of the Admissions Committee is to accept the strongest students and pair them with the most appropriate supervisors on the basis of area of expertise (as long as some means of funding for the student can be arranged through the Office of Graduate Studies and/or through external funding).

The files of all applicants will remain in the keeping of the Graduate Administrative Assistant and are available for perusal by all faculty members. The files can be removed from the office for review by individual faculty members. A sign-out sheet will be available.

Note: *Under no circumstances are graduate student files to be removed from the University.*

The Admissions Committee will consider the selections of each faculty member, taking into account the qualifications of each candidate, funding limitations, and program limitations due to teaching and other resources. Faculty may be invited and/or may request to meet with the Admissions Committee during this process (e.g., a faculty member may wish to make a case for accepting a particular applicant). In the interests of protecting potential students, faculty members, and the program, the Admissions Committee may also raise concerns about potential advisors. In the event that concerns arise about a potential advisor, the Department Chair will discuss those concerns with the faculty member and report back to the Admissions Committee with a recommendation for resolution. Final selection will typically be made by the Admissions Committee in consultation with the potential supervisor and subject to the approval of the Dean of Graduate Studies. The Department Chair and the Graduate Program Director attend Admissions Committee meetings and engage in discussion but do not vote on specific candidates. However, most decisions are made by consensus. Voting would only become necessary if there were opposing views; in such cases, each focus group would be represented by two votes. In the event of a tied vote, the GPD will be given the tie-breaking vote.

The Admissions Committee will attempt to resolve any difficulties that arise with regard to admission decisions. If the difficulty is not solved at this level, the Graduate Program Director can call a meeting of the entire Graduate Committee to review the case(s) and the Admissions Committee will consider any recommendations in making its final decision.

Offers of admission will not be made unless/until the applicant’s file is complete: strong applicants, whose files are not complete, may be contacted by the Graduate Program Director and informed of our interest, but no offer will be given.

When the selection procedure has been completed and admissions confirmed, the Admissions Committee will report its activities to the Graduate Committee and the Department Committee.

Admissions Criteria

MA Program. Applications for admission to the MA program, on either a full- or part-time basis, will be accepted from students holding an Honours Bachelor's Degree in Psychology, Neuroscience, or equivalent, with an overall grade average of no less than 75%. An empirical

Honours Thesis or some other evidence of research experience is expected. All applicants must submit a statement of research interest, a list of interest in potential supervisors, and General GRE scores. Psychology subject GRE scores are only required for applicants without a recognized undergraduate degree in Psychology or Neuroscience. Students are considered by the Psychology Graduate Admissions Committee in consultation with a faculty member who is willing to act as the student's supervisor.

PhD Program. Admission to the PhD program requires completion of an MA, MSc, or MASc in Psychology, Neuroscience, or equivalent. Students must have achieved an A average for the previous two years of graduate study and evidence of research competence, normally demonstrated by an empirical Master's Thesis. All applicants must submit a statement of research interest, a list of interest in potential supervisors, and General GRE scores. Psychology subject GRE scores are only required for applicants without a recognized undergraduate or Masters degree in Psychology or Neuroscience. Students are considered by the Psychology Graduate Admissions Committee in consultation with a faculty member who is willing to act as the student's supervisor.

Brock MA graduates wishing to apply to the PhD Program. MA students wishing to proceed to the PhD program are required to submit a brief "Application for admission to the PhD Program" form, stating their intention. This form is available on the Psychology website and must be returned to the Graduate Administrative Assistant by January 7th. These students will not be charged an application fee. Note that university regulations require that the student have completed the requirements of the MA before they can register in the PhD program and receive funding. It is recommended that MA students wishing to transition to the PhD program submit their thesis defence draft to the Graduate Administrative Assistant no later than July 1.

Funding Policy. The Admissions Committee will be guided in its selection of new graduate students by a funding policy developed to ensure that:

1. All full-time students in normal residence in the program are offered financial support of at least some minimum level for 2 years for MA students and 4 years post-MA for PhD students. There are four general sources of funding for graduate students:

   a) *Fellowships* - administered by the Office of Graduate Studies and available to all full-time students.
   b) *Graduate teaching assistantships* - administered by the department.
   c) *Research grant contributions* - from the student's supervisor. The size of contribution expected from the supervisor can vary from year to year as a function of administration policy and availability of grant funding.
   d) *External awards* (e.g. OGS, SSHRC, NSERC) - administered by the Office of Graduate Studies.

2. The distribution to students of Departmental financial resources such as Teaching and/or Research Assistantships is carried out in a fair and equitable manner, taking into account the interests and abilities of the student where possible. Decisions regarding Teaching Assistantships are usually made in early July.

General Wait List. As part of the selection of new students for our graduate programs, a General Wait List of Candidates may be prepared. This list will consist of:

(a) those who have been selected by the Admissions Committee as alternate choices

(b) outstanding candidates for whom potential supervisors have not yet been identified and/or confirmed

Part-time studies. Part-time students must take the research methods course (PSYC 5F01) in the first year and successfully complete at least one half credit course per year thereafter. Students who are employed must ensure that there is sufficient flexibility in their work schedules to allow for attendance at courses, seminars, colloquia, and examinations, to engage in data collection, and to participate in meetings with supervisors as required. All requirements for the MA must be complete within 5 years and for the PhD, within 8 years.

Consistent with university regulations, part-time graduate students may register in a maximum of 1.0 credits per term in addition to registering for the thesis.

Special Circumstances

External applicants who fail to enter in September as specified in the conditions for admission. External applicants, who are accepted for program entry in the fall academic term, may request a delay if they are unable to enter as planned in September. This request is to be presented to the Graduate Program Director. It must be in writing, accompanied by an explanation of the circumstances leading to a delay, and include written support from the prospective Thesis Supervisor. Entry into the program may be delayed by up to 1 year.

Students with backgrounds other than psychology. In recognition of the interdisciplinary nature of Psychology, the Admissions Committee will consider applications from students holding degrees in allied fields. To ensure that such applicants have a background in Psychology appropriate for successful completion of their graduate program, the following conditions for eligibility have been established.

1. Applicants must first be sponsored in writing by an appropriate potential Thesis Supervisor from within the Department.

2. Applicants must have completed a Bachelor's thesis in another discipline that involved empirical research of scope and complexity similar to that of a Psychology Thesis (Honours or MA, as appropriate to the application). Determination of comparability will be made by the Graduate Committee.

3. Applicants must present recent evidence of suitable background knowledge in the form of a score for the Advanced Psychology section of the Graduate Record Examination.

Note. *Item (3) must be in the applicant's dossier before the Admissions Committee meets to discuss applicants. The Admissions Committee will not, under any circumstances, discuss the dossiers of candidates wishing to enter under these special circumstances if the Advanced Psychology GRE scores or equivalent are not available.*

4. Applicants would be expected have demonstrated mastery in suitable research methods and statistics courses.

5. If the student is unable to provide evidence of sufficient background preparation, she/he may be advised to upgrade her/his background by taking upper level Psychology undergraduate or graduate courses and will be required to reapply. Suggesting that a student upgrade her/his qualifications and reapply in no way obligates the Department to accept that student upon the resubmission of their application. Decisions are based on the quality of the candidates and the places available in any particular year.

Offers of Financial Support. Students offered admission to the program shall be informed of the normal completion time for the program, the minimum total level of financial support that is promised, the period of time over which this support will be provided, and any special conditions concerning continuation of the support.

The minimum total level of financial support includes amounts received from internal scholarships and bursaries as well as teaching and research assistantships. External scholarships and fee waivers received by the student will be included in calculating the minimum total level of financial support. The source of funds may vary over the period of graduate studies.

Some portion of each student's University-based funding is offered in the form of a Graduate Fellowship. Additional funding may come from grants of individual faculty members in the form of either a Graduate Research Fellowship or a Research Assistantship contract. This amount may vary as a function of the availability of funds in any given year and the regulations of the external granting agency. Teaching Assistantships (TAs) are usually provided from University operating funds, and are allocated by departments in return for specific services in support of their teaching programs. The Department seeks to provide students with teaching experience whenever possible. As well, fellowship funds from the University may be used in a discretionary manner to entice highly qualified students. The basic funding for any student must not drop below the minimum requirement as designated by the Dean of Graduate Studies.

Continuation of financial support**.** Financial support will be withdrawn if a student is involuntarily withdrawn from the program (see Academic Progress section below). Involuntary withdrawal will typically be preceded by a written warning that the student has been placed on Probationary status. However, written warning and an opportunity for improvement need not be given in cases of serious misconduct or serious neglect of duties, and an Involuntary withdrawal will be issued without previous probation if the student fails to register and/or pay fees/tuition for the current term.

It is recognized that difficulties may arise owing to inadequate transfer payments from the province, or to non-renewal of external research grants and contracts. However, the University will make

every effort to maintain financial support for continuing graduate students at the levels promised. Primary responsibility rests with the Department and the Office of Graduate Studies, where decisions concerning admissions and offers of financial support are made.

Graduate student employment, duties, and rates of pay. According to University regulations, students "must limit University employment to an average of no more than ten hours a week of University paid work in a given term. This ten-hour-a-week rule applies to paid employment on campus and includes Graduate Teaching Assistantships and Research Assistantships. Normally, each full-time graduate student will be assigned the equivalent of two 60-hour Graduate Teaching Assistantships per term for a total of 120 hours/term. GTAships will be given for the fall and winter terms for each of the two years of full-time study in the MA program and for each of four years of full-time study in the PhD program. Graduate students are encouraged to apply for any posted CUPE positions for the spring/summer term.

A graduate student is permitted to work an average of 10 hours per week at University employment for the 16 weeks that make up each of the three terms (fall, winter, spring/summer). This amounts to a total of 160 hours per term. (*Note that by work, we mean paid employment that is not directly related to the thesis.*) In some terms some students may receive GTAships as large as 180 hours/term. Beyond the 160 hours, the graduate student must have *prior* approval from the Thesis Supervisor, the Department Chair/Graduate Program Director, and the Dean of Graduate Studies.

In some cases, students receive RA support to work on their own thesis research. In such circumstances, requirements as to maximum hours of work do not apply. However, when payment is for assistance with research not closely related to the student's thesis research, the average number of hours worked per week must not exceed ten (including TA hours, if applicable); the rate of pay should represent fair value for the services rendered.

Graduate Teaching Assistants do not have full responsibility for teaching courses but are appointed to carry out teaching-related duties, such as leading seminars, proctoring exams, marking, tutoring, supervising laboratories, and occasional lecturing. Other duties may be assigned with the agreement of the Instructor, the Department Chair or Graduate Program Director and, of course, the student.

Before the beginning of the fall term, the department shall inform Teaching Assistants of their assignments and the nominal hours of work expected over the term. The nominal hours of work are estimates of the time, including preparation, that would normally be required by a graduate student to carry out the assigned duties. It is the Department's responsibility to ensure that adequate preparation time is allowed; it is the graduate student's responsibility to be prepared.

It is the Instructor's duty to meet with her/his TAs at the beginning of the term for advance discussion of the work expected, the methods to be used in evaluating the TA's work, and the scheduling of duties throughout the term. TA duties extend from the date that lectures begin until the due date for course marks and may be distributed unevenly over the term. However, the maximum number of hours of work required in any one week should not normally exceed 20 hours per week. Anticipated excessive fluctuations shall be clearly identified at the time of course assignment. Graduate student employees shall identify to the employer any known academic obligations that may interfere with their duties. If unreasonable demands interfere with a student's

own academic program, he/she should speak with the Department Chair. Except in emergencies, Teaching Assistants should receive at least one week's notice of special duties such as proctoring or lecturing.

Course credit/paid employment. A student may complete apprenticeships or conduct independent projects arising from paid employment (e.g., using data collected in the context of the job, extending ideas that were initiated as part of the job), as long as the work required for the apprenticeship/project is completed outside of work hours (i.e., over and above the duties involved in the paid employment). A student contemplating such a project should consult with the thesis supervisor and the Graduate Program Director prior to beginning the project.

SECTION II: GRADUATE STUDENT SUPERVISION

Graduate research is recognized as a partnership involving students, supervisors, and the Department. For graduate students, graduate studies often represents a career development path that leads to gainful employment. To achieve that end within a reasonable time, proper supervision is a key element and it is vital that students be provided with responsible, professional supervision that is sensitive to student needs and free of personal conflict that might interfere with intellectual development. Data show that the quality of supervision is an important variable contributing to the quality of the thesis, and to a suitable completion time for the thesis work.

Selection of departmental faculty to serve on thesis committees is the joint responsibility of the student and the thesis supervisor. Faculty members who are requested to serve as Supervisory Committee Members are not obligated to do so, but reasons for not serving should be made clear.

Note: *The student, with supervisor approval, must notify the Graduate Program Director in writing about the committee membership and the approximate date when membership was finalized. Decisions with respect to the make-up of the Supervisory Committee are expected to be finalized by January of the student's first academic year for MA students, or by the first thesis progress meeting (whichever is sooner). For PhD students, the make-up of the Supervisory Committee is expected to be finalized by the submission of their first annual progress report, or by the first thesis progress meeting (whichever is sooner).. It is within the mandate of the Department to review the composition of the MA or PhD Supervisory Committee as proposed by the student and the supervisor and make recommendations for alterations if deemed appropriate.*

First-time supervisors of a graduate student in psychology. A senior faculty member of the Department of Psychology shall be appointed as a mentor to Department members (and Associate members) who have not yet supervised a graduate student in psychology through completion of the specific degree in question (i.e., Masters or PhD). The mentor shall be a member of the graduate student’s thesis committee and will be actively involved in the student’s graduate career from the time of admission through completion of the degree (see also Section II. Graduate Student Supervision).

The Thesis Supervisor and Supervisory Committee. The Thesis Supervisor assumes primary responsibility for the student's thesis work (see specific responsibilities below). He or she must be a tenure-track or tenured faculty member in the Department of Psychology or an Associate Graduate Core Faculty member (i.e., faculty members in other departments who have been designated by the Department as having primary supervisory privileges).

The Supervisory Committee is composed of the Thesis Supervisor and two other faculty members who are associated with the program as members of the Department of Psychology or as Associate Graduate Core Faculty. One of the members of the supervisory committee, but not more than one, may be from outside the Department, subject to approval by the Graduate Committee. The members of the Supervisory Committee who are not the Thesis Supervisor play a similar role to that of the Thesis Supervisor, but do not have primary responsibility for the student's work (see specific responsibilities below). The composition of the supervisory committee must be approved by the Graduate Program Director.

It is recognized that when faculty members agree to supervise a graduate student, they thereby assume a number of responsibilities, many of which are not formally identified in the designation of workload. The following guidelines are not meant to impose bureaucratic uniformity that might impede an effective supervisory relationship. Rather, the intention is to provide some principles designed to enhance academic quality, safeguard student welfare, and expedite progress to satisfactory completion of degree requirements.

If Supervisor leaves Brock

If a student's graduate supervisor leaves Brock University during the student's program, the Graduate Program Director has the responsibility to ensure that the student can exercise one of the following options:

i) remain at Brock and change supervisor and perhaps thesis topic.
ii) remain at Brock and complete the existing thesis even though the appropriate expertise may not be available at Brock for supervision. In this case, the supervisory committee may seek advice from experts off campus, or may arrange for the student to work off campus. It will be the responsibility of the supervisory committee (augmented, if necessary, by outside expertise), to advise the student on all matters regarding the major essay, project or thesis preparation. The student is not precluded from seeking advice from the former Brock faculty member, but the former Brock faculty member has no privileged position with respect to the thesis. The supervisory committee will take precedence in all cases.
iii) apply to transfer to the university to which the student's former supervisor has moved.
iv) any special arrangements described in ii) or iii) above must be approved by the Faculty Dean and the Dean of Graduate Studies.

Change in Supervisor (Faculty Handbook Regulation). If either the graduate student or supervisor wishes to initiate a change in supervisor the request must be presented in writing, with explanation, to the Graduate Program Director and approved by the Faculty Dean and the Dean of Graduate Studies.

Responsibilities of Thesis Supervisors

Providing an appropriate research environment. With regard to one's own thesis students, there is the expectation that the Thesis Supervisor will provide an appropriate research environment into which the student will enter -- one that has sufficient resources to enable the student to do the intended work -- and that the supervisor's research is receiving recognition by the peer community at large. The supervisor also has a responsibility to try to attract the resources necessary to contribute to the students' financial support.

Assisting each student to achieve his/her scholarly potential. The student has the right to expect expertise and accessibility from the supervisor. It is reasonable to expect that the supervisor offer assistance with the design, planning, and conduct of feasible research projects; introduce the student to the network of scholars or scholarly work in the area of specialization; encourage conference attendance; and provide support for the presentation and publication of the research results.

Additional guidelines for Supervisors:

1. Be reasonably accessible to the student for consultation and discussion of academic progress, research problems, course selection, etc.

2. Offer supervision and advice appropriate to the stage of the student's work (proposal stage, problem design stage, analysis and writing stage, oral defence stage, and with the publication of results). Help the student establish and modify a suitable timetable for completion of the various stages of the thesis requirements.

3. Give timely response to written work with constructive suggestions for improvement.

4. Ensure that the student is aware of University and Faculty requirements and standards for the thesis program as available in this document, in the Graduate Calendar, and in the University's policy on Intellectual Property on the web site: http://www.brocku.ca/graduate-studies/current-students/intellectual-property. Click on "Intellectual Property Form" link to obtain form. **Supervisors must ensure that the student has signed this form** indicating that she/he has read and understood these regulations and that she/he agrees to abide by them with regard to any research undertaken at the University or under the auspices of the University. A copy of the completed form will be kept in the student's file. The supervisor is also responsible for forwarding a copy of this completed form to the Office of Research Services.

   ***Note**: This form must be signed before a student is permitted to begin working in any research capacity associated with the University.*

5. As indicated in the University's Policy on Intellectual Property, inform the student that the responsibility for utilization and publication of data is held jointly by the supervisor and

the student, and endeavour to clarify early in the program some general principles regarding publication credit (and patent rights should that be relevant to the research).

6. Assist the student with attempts to acquire external funding, or provide such funding, when possible, to permit attendance at conferences.

7. Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the student.

8. Make a suitable alternative arrangement for supervision when on extensive leave or absence from the university.

9. Facilitate and encourage publication in peer-reviewed journals.

Supervisors' responsibilities with regard to other students in the graduate program The thesis supervisor, as an active member of a research community within the Department and beyond, necessarily serves as a role model for all students, and must be prepared to devote the time required to share his or her knowledge and skills with students and other colleagues. For this to happen, the supervisor must undertake to be available as a resource person for students interested in his or her areas of expertise, to serve on thesis committees as the occasions arise, and to attend colloquia, Focus Area Research Seminars (FARS), agree to evaluate Advanced Study papers, and other similar department activities.

Responsibilities of the Rest of the Supervisory Committee The other Supervisory Committee Members are expected to follow the guidelines laid down for the primary supervisor with the exception that they do not have primary responsibility for the student and are not expected to contribute financially to the student's projects.

It will be the responsibility of the Supervisory Committee (1) to review the student's progress at least once a year (usually in preparation for the June progress reviews), with the student and supervisor maintaining a record that these consultations have occurred, and (2) to meet at least once to review and formally approve the proposed thesis research presented to the committee as a prospectus. This provides a mechanism for committee members to suggest improvements and to record their ideas about the work before it is undertaken. Although pilot data can be collected and analyzed in advance, the main collection of data is not to proceed until all Supervisory Committee Members have reviewed the proposal, attended the formal proposal presentation, and signed the *Proposal Approval Form* (available from the Graduate Administrative Assistant) indicating that they have approved the proposal and that the student can proceed.

The Supervisory Committee is expected to also:

- be available to meet with the student to decide jointly on suitable topics/issues to be addressed in the Advanced Study Papers (PSYC 7P51, 52, 53), to help select appropriate Readers for the papers, and to be a Reader on the student’s Advanced Study paper if asked and appropriate.

- read and approve of the thesis before it is sent out to an External Examiner. Students should allow faculty 2 weeks for feedback; committee members should provide this feedback within the 2 weeks. Major changes to a proposal or thesis draft should be agreed upon by the entire Supervisory Committee. They are to indicate that the thesis is ready for the defence by signing the *Thesis Approval Form* (available from the Graduate Administrative Assistant), which is submitted to the Graduate Administrative Assistant.
- participate in the oral defence as scheduled.

Emeritus Faculty. The Department of Psychology recognizes that it is important for retiring faculty with Emeritus status to be able to continue to supervise their Master's and PhD students after they have retired. Therefore, Psychology faculty who are supervising MA and/or PhD students at the time they retire will normally be permitted to continue to supervise these students, provided that they are able to maintain effective contact, resources, and supervision. Emeritus faculty will also normally be permitted to continue as a thesis committee member if they began as a member of the committee prior to their retirement, provided that they are able to maintain sufficient contact and effectiveness in this capacity. Emeritus faculty will also normally be permitted to continue as a Research Apprenticeship (PSYC7P08) mentor until the end of the apprenticeship, if they started as the mentor prior to their retirement, again provided that they are able to maintain sufficient contact, resources, and effectiveness in this capacity.

In special cases, Emeritus faculty in the Department of Psychology, who were core faculty in the Psychology graduate program, may be permitted to begin new MA and/or PhD supervisions once they have retired. These new supervisions would be contingent on the Emeritus faculty member having sufficient resources such as appropriate research space, appropriate research money, and appropriate geographic proximity. However, such supervisions will be considered unusual, and in the event of a competition for students, Emeritus faculty will receive lower priority for students than non-retired core Psychology graduate faculty members. Decisions about new supervisions for Emeritus faculty members will be at the discretion of the Department.

In special cases, Emeritus faculty in the Department of Psychology, who were core faculty in the Psychology graduate program, may be permitted to begin new graduate thesis committee memberships and/or Research Apprenticeship supervisions once they have retired. Such responsibilities would be considered unusual and would be contingent on the Emeritus faculty member having sufficient resources and availability. Decisions about new committee memberships and Research Apprentice mentorships for Emeritus faculty members will be at the discretion of the Department.

Guidelines for Students. By engaging in a graduate program, the student has made a commitment to devote the time and energy necessary to conduct and complete a research project and, if the results warrant it, prepare the work for dissemination through conference presentation and publication. The supervisor has the right to expect that the student demonstrate ability, initiative, and receptivity. Additional guidelines for the student are as follows. The student should:

1. Conform to University and Faculty requirements and procedures with regard to registration and graduation requirements, and to thesis style and standards.

2. In cooperation with the Supervisory Committee, including the supervisor, develop a timetable for completion of all stages of the thesis work.

3. Meet regularly with the supervisor to review progress and interact with other members of the Supervisory Committee as appropriate.

4. Give serious consideration to and respond to the advice and criticism received from the Thesis Supervisor and the rest of the Supervisory Committee.

5. Recognize that the supervisor and other members of the Supervisory Committee have other teaching, research, and administrative obligations that may preclude an immediate response to queries or the provision of feedback.

6. Students must familiarize themselves with University and Faculty requirements and standards for graduate studies as available in this document, in the Graduate Calendar, and in the university's policy on Intellectual Property on the web site: http://www.brocku.ca/gradstudies/forms/ Click on Ownership of Student-Created Intellectual Property link (http://www.brocku.ca/graduate-studies/current-students/intellectual-property) to obtain the form entitled, Intellectual_Property[1].pdf.. Students must sign this form, indicating that they have read and understood these regulations and that they agree to abide by them with regard to any research undertaken under the auspices of the University.

   Note: *This form must be signed before a student is permitted to begin working in any research capacity associated with the University.*

7. As indicated in the University's Policy on Intellectual Property, the student must recognize that the responsibility for utilization and publication of data is held jointly by the supervisor and the student and general principles regarding publication credit and or patent rights are negotiated with the supervisor in keeping with University Policy.

8. To fulfill University guidelines, students should make available to the supervisor all draft papers and a copy of raw data prior to submission for publication.

9. Students must conform to basic principles of academic integrity and professionalism with respect to the handling of data and in the development of a mature and objective relationship with the supervisor, other members of the Supervisory Committee, other scholars, as well as fellow students and staff at the University.

10. Students will be expected to consult with their Supervisory Committee if major changes are required during the conduct of the research.

11. Graduate students are expected to take part in the academic life of the Department, which includes attending departmental colloquia.

12. Students are expected to maintain lines of communication open between themselves and the faculty. To this end, the Graduate students as a group will choose each year, from among the Graduate student body, 2 representatives (one at the MA level and one at the PhD level) to attend all Graduate Committee meetings and 2 representatives (one at the MA level and one at the PhD level) to attend regular Department meetings.

13. As students' research interests develop, there may be reason to consider a change in supervisors. There is some precedent for this and it can be accomplished through discussion with the current and potential supervisors, the Department Chair, and Graduate Program Director. While such a shift may not always be possible, an attempt will be made to accommodate student needs. On occasion, asking another individual with appropriate expertise to join the student's committee or to serve as a consultant may be of help.

14. Students wishing to apply for a voluntary withdrawal, time limit extension, or leave of absence must fill out the appropriate form. The forms can be downloaded from the Graduate Studies website (http://www.brocku.ca/graduate-studies/current-students/student-forms).

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Graduate Student Representatives. The Department has four graduate student representatives, chosen for one-year terms. In June, the MA and PhD students will meet (typically initiated by the previous year's representatives) to elect a representative by secret ballot. The representatives will be non-voting members of the Departmental and Graduate Committees and may participate in other committees as deemed appropriate by the Chair. Responsibilities include bringing concerns of graduate students to the Chair, Graduate Program Director, and/or relevant committees; providing a graduate student perspective in discussions of departmental issues; serving as an information resource to other students; and facilitating graduate student social activities.

Ethical and Professional Conduct. The Department of Psychology has the responsibility to ensure, to the best of its ability, that graduate students act in accordance with the ethical standards of their intended profession, namely the codes of conduct adopted by the *Canadian Psychological Association*. Should a student seriously and/or repeatedly violate these standards, and a less formal solution cannot be found, the following procedures will be enacted.

A faculty member who considers that a graduate student has seriously and/or repeatedly violated the codes of conduct of the *Canadian Psychological Association* will bring the matter before a special meeting of the Graduate Committee. The student will be invited to attend and may be accompanied by her/his supervisor, who may address the Graduate Committee. At the student's request, the meeting may be closed. The Committee may decide to take no action, call for remedial action, advise the student to withdraw from the program, or recommend that the student's enrolment in the program be terminated. Decisions will be by majority vote. The Graduate Committee will inform the student of its decision in writing.

Academic Progress. Upon registration, students will consult closely with their Thesis Supervisor and the Graduate Program Director to plan a program of study and develop a thesis topic.

The progress of graduate students who are new to Brock (whether beginning the MA or the PhD program) will be evaluated in January of the student's first year (mid-term progress report). The

progress of all graduate students will be evaluated in June each year (year-end progress report). A student whose performance is judged to be unsatisfactory by the Graduate Committee will be placed on academic probation by the Department and the Faculty of Graduate Studies (see "Minimum Academic Performance and Academic Probation" heading at http://www.brocku.ca/webcal/2012/graduate/acad.html#top) and will be informed by letter or email by both the Department and the Faculty of Graduate Studies. The Department's notification will also normally include suggestions for improvement. All students on Probationary status must submit a mid-term (January) progress report in addition to an annual progress report. If the student's performance does improve to expected levels, as judged by a majority of the Graduate Committee, then the Probationary status will be revoked. If the student's performance does not improve sufficiently within a reasonable time period of at least one-term, probationary status will be continued or financial support may be discontinued and the Faculty of Graduate Studies will initiate an involuntary withdrawal at the request of the Department (see. "Required Withdrawal from Graduate Program" heading at http://www.brocku.ca/webcal/2012/graduate/acad.html#top). Written warning and an opportunity for improvement need not be given in cases of serious misconduct or serious neglect of duties.

Mid-term progress report. This report, due in mid-January is to be completed by all first year MA students and PhD students who completed their MA elsewhere , and by all students who are currently on Probationary status. (The link to this report form can be found at http://www.brocku.ca/webfm_send/24178.). Thesis Supervisors also complete a mid-term report on the student (the link to this report form can be found at http://www.brocku.ca/webfm_send/24179), which they discuss with the student. The student's progress report and the Thesis Supervisor's report are forwarded to the Graduate Administrative Assistant. These progress reports, TA evaluations (if available), and reports from course instructors (if any) will be reviewed by the Graduate Committee and a feedback letter will be sent to the student and supervisor.

Year-end Progress Report. This report is due in mid-June for all registered Graduate students (students currently on a leave of absence do not need to submit an annual report). The report form, and information on completing the form, can be found at:
http://www.brocku.ca/psychology/gradprogram/Current-student-info#ProgressReport

Steps

1. All students must complete all portions of the report unless the defence-copy of their thesis has been submitted to the Graduate Administrative Assistant (in which case only the CV portion is required). The report is to be submitted electronically to all members of the supervisory committee and to the Graduate Administrative Assistant in a single email. The report is intended to be a record of activity across all aspects of the program, with a particular focus on research plans, rationale, and progress. Part III should be 10 pages (1 page of big picture, and 9 pages of research activities). For the research activities section, students are NOT expected to write 9 new pages every year. This section can be adapted from the research proposal, or become part of the research proposal. It can simply be modified and updated year to year as research unfolds, projects are completed, and goals are modified. The idea is that members of the student's committee and members of the Graduate Committee should be able to see what has been done, what remains to be done, and the plan for completion of the thesis research and other research projects.

2. Thesis Supervisors then review each student's progress report and complete a year-end report on the student. The Supervisory Committee Report form and instructions are available at: (http://www.brocku.ca/webfm_send/22168).

3. This report is then sent to both members of the student's committee who read the report from the student and supervisor. The committee comments in the space provided on the supervisor report and emails the report back to the supervisor.

4. The final report, which will include feedback from Committee Members, is to be prepared by the thesis supervisor and then emailed to the rest of the Supervisory Committee, the student, and the Graduate Administrative Assistant.[2] These progress reports will be reviewed by the Graduate Committee and a feedback letter will be sent to the student and the supervisor.

Although students will be expected to consult with their Thesis Supervisors about this and all elements of the program, this report is to be written by the student alone, without supervisor feedback or editing. These reports will become part of the student's file and, along with the thesis committee's report, form the basis of Departmental feedback and continued discussion with the Thesis Supervisor and the Supervisory Committee.

Core Competencies and Accommodations for Students with Disabilities

The Department joins the University in providing accommodations for graduate students with disabilities. More details of Brock services for students with disabilities can be found at http://edit.brocku.ca/services-students-disabilities.

Accommodations can be made for a variety of situations. However, the Brock University Psychology Department considers the following as core competencies that are expected of all Psychology graduate students (i.e., competencies recognized as essential such that they cannot be removed from the degree for reasons of preference or disability):

1. **Competence in quantitative reasoning and statistical methods**; must be able to demonstrate such under time-limited conditions without access to reference materials

2. **Competence in writing, with strong grasp of sentence structure, grammar, punctuation, spelling, and APA style conventions, with ability to organize written works coherently;**

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[2] *After everyone involved has had an opportunity to read the report, they may find it useful to meet with the student, at which time committee members would have the opportunity to question the student; to discuss the research and the student's progress to date; and to make suggestions/recommendations for the following year (e.g., suggest ways to modify/improve the research, suggest goals for the coming year, recommend attendance at specific conferences, provide advice on publishing the work).*

must be able to demonstrate such under time-limited conditions without access to reference materials

3. **Skills in critical, integrative, and creative thinking**, as needed in contexts of evaluating, synthesizing, and generating psychological theory and research.

4. **Oral communication skills** as needed in such contexts as (a) prepared delivery of presentations and lectures, (b) small-group discussion of academic material, (c) defence of thesis and other work, and (d) leadership of undergraduate student seminars

5. **Organizational skills** as needed for accurate management of data files and literature review materials

6. **Time-management skills** as needed for working concurrently on several deadline-limited projects and ability to complete projects to an appropriate deadline

7. **Ability to answer questions extemporaneously**, as required in both written and oral examinations

8. **Ability to sustain attention for long periods of time**, as needed for example in taking examinations, defending theses, attending classroom lectures, participating in seminar discussions, reading assigned materials, and writing assigned projects

9. **Ability to act in ways consistent with ethical principles and professional standards** in the domains of teaching, research, academics, and practice

Please note that demonstration of these competencies is necessary, but not sufficient, to obtain an MA or PhD in Psychology at Brock University. To obtain an MA or PhD degree in Psychology one must complete the Psychology degree requirements listed in the Brock University Graduate Calendar and adhere to the procedures discussed in calendar and this Policies and procedures manual.

Program and Course Evaluation

Grading of Courses. All courses, with the exception of the thesis, Focus Area Research Seminars, and Apprenticeships, must be given a numerical grade. Focus Area Research Seminars and Apprenticeships are graded as credit versus no-credit .

Use of Turnitin. The department uses turnitin.com to screen all graduate thesis. Graduate students are to submit an electronic copy to turnitin.com, following the procedures specified at (http://www.brocku.ca/webfm_send/18475).

The copy of written work submitted to turnitin.com must be submitted within 24 hours of the submission of the paper copy of that work, and must be identical to the paper copy. Any thesis submitted to turnitin.com must be the *defence-copy* that will next be submitted to the external

referee. The GPD will NOT be contacting externals to arrange defence dates until the defence-copy of the thesis has been submitted to turnitin.com and deemed to be acceptable.

A student may request an anonymous submission to turnitin.com, in which case that student should notify the Graduate Program Director (or his or her designated co-ordinator of turnitin.com submissions) in advance of the submission and of the pseudonym attached to that submission.

Students must be informed that if turnitin.com will be used at the beginning of a course (i.e., must be stipulated on course outlines/syllabi). Consistent with University policy, it will be assumed that students who remain in the course, having been informed of the use of turnitin, will have agreed to its use. However, there may be students who have "principled objections" to the use of turnitin and who wish to remain in the course. Therefore, the instructor must provide such students with a reasonable alternative which must also be shown on the course outline.

Thesis screening will be conducted by the GPD (who will consult with the faculty advisor [or thesis committee member in cases where the GPD is the advisor]). In the event that the "screeners" find what appears to be plagiarism, a meeting will be called to discuss the situation with the student. If the GPD and Instructor/Advisor agree that plagiarism has occurred, the regulations regarding academic misconduct (including plagiarism) laid out in the Graduate Calendar, Section XVII will be followed.

The academic integrity section in the Graduate Studies Calendar can be viewed at http://www.brocku.ca/graduate-studies/current-students/current-studies, and the Brock Academic Integrity Policy (which includes sections relevant to Graduate Students) can be found at http://www.brocku.ca/academic-integrity.

General Student Feedback. Feedback from students regarding the program is encouraged. They are encouraged to approach their supervisor, other members of their Supervisory Committee, the Graduate Program Director, or the Department Chair.

Course Feedback. It is hoped that students and instructors will provide each other with feedback throughout the course. End of term evaluations are required for all graduate courses, as a matter of university policy. However, course evaluations can be a problem in graduate programs because the small number of students in a group make anonymity difficult to maintain. To accomplish this, students in the program have devised a plan whereby, on the completion of the course, they get together to discuss the course. They prepare a group assessment of the course, including minority opinions where applicable. They submit this course evaluation to the Department Co-ordinator. In larger graduate courses (6 or more students), individual, rather than group, course evaluations should be completed.

Program Feedback. Students will meet annually (typically in May or June) with the Graduate Program Director, as a collective, to provide feedback about the graduate program. This information will be communicated to the Graduate Committee.

Appeals. All graduate students have the right to appeal academic decisions. An appeal is a request that an academic decision (e.g., a grade or standing in a program) be changed, based on the

evidence supplied by the student, or that a regulation be waived on compassionate grounds or because of extenuating circumstances. Details regarding appeals can be found in the Graduate Calendar or through the Graduate Program Director.

SECTION III: THESIS

Thesis Proposal . Graduate students completing a thesis must submit and have approved by their supervisory committee a proposal of research in accordance with the graduate program's procedures (FHB regulation). The Supervisory Committee (which is composed of two other members in addition to the Thesis Supervisor) should be established by the Thesis Supervisor and the student as early in the program as possible (e.g., by January of the student's first year). An email should be sent to the Graduate Administrative Assistant when the committee has been formed.

An outline of policy (as per Nov 16, 2012, department vote)

1. Students can collect data prior to the meeting and bring it to the meeting. Ordinarily this data collection will represent *pilot data*, with the understanding that the committee will generally expect additional data collection for the main study (studies) following the initial meeting.

2. Student delivers a verbal presentation (in FARS or separate meeting) with slides

3. Although there is a written submission required, its format has NO predetermined shape (but rather is to be determined by the student, advisor, and committee). The written work would typically involve (a) a written proposal and/or (b) printed handouts of the sort accompanying a talk/presentation. Students are required to submit this written document to their committee prior to the committee meeting (approximately 1-2 weeks in advance) to allow members to prepare for the meeting. This document is typically submitted 1-2 weeks prior to the proposal meeting.

4. Committee members can request additional written post-hoc clarification.

5. Committee members, student, or advisor can require additional meetings for further clarification and/or updates.

6. Thesis progress meetings for MA degrees are held by the end of MA1 year (no later than the November of the start of the MA2 year). Two thesis progress meetings are required for PhD degrees; the first is held by the end of PhD1 year (no later than the November of the start of the PhD2 year); the second is held by the end of PhD3 year (no later than the November of the start of the PhD4 year). At each meeting, the *Thesis Progress Form* (form online) is to be completed and signed by all parties and submitted to the Graduate Administrative Assistant.

Ethics Clearance. Signed approval by the *Social Science Research Ethics Board* or the *Bioscience Research Ethics Board* (as appropriate) is necessary prior to data collection in all cases where research with human participants is involved, and by the *Brock University Animal Care and Use Committee* for research involving animals. Copies of such approval must be appended to the

completed thesis before submission to the Library for binding. For more information on REB and procedures and mandates visit http://www.brocku.ca/research/ethics-and-research-reviews.

Thesis Submission. The thesis must be prepared according to the style guidelines for a Thesis in Psychology (see later in this Section) and must adhere to the University's statement of *Principles of Research Ethics* (Section III 9.10.1, *Faculty Handbook*). The Faculty of Graduate Studies also has specific rules for the formatting and content of theses. These can be found at http://www.brocku.ca/graduate-studies/current-students/thesis-procedures.

A Guide and Timeline for Thesis submission procedures:

1) Student and supervisor work on thesis until they both feel it is ready to submit to committee.

2) Student submits application to graduate form (by February 1st for Spring convocation, or by July 1st for Fall convocation). Note: this does not mean that the student will convocate at the intended time. In order to convocate in the Fall all requirements (including final submission of the defended thesis) must be submitted by the first week of September (see http://www.brocku.ca/webfm_send/21037 for exact date). In order to convocate in the Spring all requirements (including final submission of the defended thesis) must be submitted by the first week of May (see http://www.brocku.ca/webfm_send/21037 for exact date).

3) Student submits copy of thesis draft to the 2 other committee members. Drafts can be paper and/or electronic (as preferred by committee member). If student's goal is Fall convocation, and on-time start of PhD program (MA students moving into PhD program), the thesis should be submitted to committee ideally no later than May 1st.

4) Student and/or advisor submit information to Graduate Program Director on possible external examiners using "Request to Schedule Thesis Defence" form. This should be submitted while the committee members read the thesis draft.

5) Committee members provide feedback and specific suggestions for changes to student and advisor within 2 weeks (i.e., by May 15th if thesis given May 1st).

6) Student implements changes suggested by committee (by June 1st for on-time defense), with approval from supervisor.

7) Revised thesis sent back to committee members who again have 2 weeks to provide feedback (unless committee members stated previously that this step was not needed). Feedback given by June 15th at latest.

8) Student and/or supervisor submit list of dates to Graduate Program Director when all committee members and student could attend defence. Dates should span at least 2 weeks and include at least 5 possible days. PhD students should also include the names and emails of 3 potential internal examiners (Brock faculty members who are not members or Associate members of the Psychology department). The more dates and times submitted, the greater the chances of booking an external with no delays.

9) Student makes final changes, if any, until supervisor and both committee members are willing to sign the *Thesis Approval Form* (MA Thesis Approval form; PhD Thesis Approval form) indicating the thesis is ready to be submitted as a defense copy. (By June 30th at latest, for a Fall convocation). Student coordinates receipt of signatures, such that the signed form can be given to the Graduate Administrative Assistant.

10) Student submits the defense copy of the thesis to turnitin.com (see http://www.brocku.ca/webfm_send/18475, and "Turnitin" section above for procedures). Note that the Graduate program Director will not begin contacting externals until a clean turnitin.com report has been received.

11) Defense-copy of thesis is submitted electronically as a PDF by the student (or in exceptional cases, by the advisor). The thesis should be emailed to both the Graduate Administrative Assistant and the Graduate Program Director. Once the thesis has been submitted, the *Thesis Approval Form* has been signed, the externals have been approved, and suitable dates for student and all committee members have been submitted, then the defense is booked by Graduate Program Director. The Graduate Administrative Assistant will arrange for printing and for distributing these copies to the members of the Examining Committee (see below for the composition of this committee), the supervisory committee and the student. Note defenses will normally be scheduled 5 to 8 weeks after submission of defense-copy. Note that the first week of September typically marks the last date to defend for Fall convocation. (see http://www.brocku.ca/webcal/current/graduate/sche.html for a list of important Graduate Studies dates.)

Note that the MA *Thesis Approval Form* or the PhD *Thesis Approval Form* must be signed by the Thesis Supervisor and each of the other Committee members attesting to the fact that the thesis is approved by the supervisor and the Supervisory Committee. In case of unresolvable disagreement among Supervisory Committee Members, the Department Chair shall decide the issue. Similarly, if the student believes that the Supervisory Committee is unduly delaying approval of the thesis, the student has the option of petitioning the Department Chair to have the Supervisory Committee's decision (or lack thereof) overridden. In the case of disagreement between the student and the Department Chair, the student may appeal to the Dean of Graduate Studies.

Typically, a copy of all data and copies of coding sheets, important analyses, and so on should be maintained in the supervisor's laboratory (as per APA guidelines). When human participants have been involved, all original materials that contain participant identification shall be turned over to the supervisor for disposal or safekeeping as required by appropriate guidelines.

The thesis will be assessed by an Examining Committee after a public oral examination.

Thesis Defence

M.A. Examining Committee will consist of the Dean of Social Sciences (or designate), who will also chair the committee, the External Examiner, and the Members of the Supervisory Committee, including the Thesis Supervisor.

Ph.D Examining Committee will consist of the Dean of Graduate Studies (or designate), who will also chair the committee, the External Examiner, an Internal Examiner from another Brock University Department, and the Members of the Supervisory Committee, including the Thesis Supervisor.

The External Examiner. *The External Examiner* must be someone who is sufficiently knowledgeable of the field and the methodology to be able to assess the work adequately. The External Examiner must, as well, be a person external to the University who has not participated previously in the thesis project and will be principally responsible for provision of an independent and objective evaluation of the academic quality of the thesis. The GPD will seek approval from the appropriate Dean. The External Examiner would normally be an Associate or Full Professor for PhD defences (for MA defenses an Assistant Professor may also be approved). They should also be a member of the faculty of graduate studies at her or his university, or eligible for membership in the faculty of graduate studies if her or his university does not have such a faculty. In special cases, the External Examiner does not have to have a university appointment, but he or she must have an understanding of the academic environment that would allow her or him to evaluate the quality of a thesis. The supervisor and student must provide the Graduate Program Director with a list of names of the Supervisory Committee members, a list of at least 5 individuals who are qualified to serve as External Examiner using the "Request to Schedule Thesis Defence" form included at http://www.brocku.ca/social-sciences/undergraduate-programs/psychology/gradprogram/Current-student-info#thesisSubmit The supervisor and student should not contact potential external examiners to discuss availability, and any contact with an External Examiner prior to the thesis defence should be brought to the attention of the Graduate Program Director.

The External Examiner will be appointed by the Dean from the list forwarded by the Graduate Program Director. The Dean's decision will be final. The External Examiner is not to be regarded as an ad hoc member of the Supervisory Committee. The Supervisory Committee and the Graduate Program Director shall determine the nature and extent of contributions made to the thesis during its development by all potential External Examiners. Casual knowledge of the thesis by a potential External Examiner shall not necessarily constitute grounds for precluding such an individual from invitation.

The External Examiner will write a letter to the Dean at least one week before the scheduled date of the thesis defence providing an evaluation of the thesis and indicating whether the examiner believes that the thesis is of sufficient quality that it is ready for examination. The letter will be made available to the candidate and the Thesis Supervisor. If this letter is not received at least one week before the scheduled date of the thesis defence, the defence will not take place as scheduled.

Scheduling of the defence. The Graduate Program Director will be responsible for scheduling the thesis defence on a date suitable for the candidate and all members of the examining committee. The Graduate Program Director will also reserve a room suitable for the defence. In all cases, the Chair of the Examining Committee, the External Examiner, the Internal Examiner (PhD

defence only) and the Thesis Supervisor will attend the defence. In rare circumstances, a member of the Supervisory Committee may be unable to attend the thesis defence, and may instead submit to the Chair of the Examining Committee questions to be posed to the candidate (see instructions below). The Graduate Program Director will notify the appropriate Dean when the date has been set, and the Dean will then send formal letters of invitation to the External Examiner and to the Chair of the Examining Committee. The Internal Examiner (PhD defence only) will be invited by the GPD; once their participation is confirmed, the Internal examiner will be contacted by the Psychology Graduate Admin Assistant with relevant details and information. The Graduate Admin Assistant should publicize the date of the thesis defence by notifying relevant university publications and posting notices in appropriate areas. The Dean will notify the Graduate Program Director of the name of the Chair of the Examining Committee. The student will be advised of the names of all Examining Committee members at least 1 week before the defence date.

The defence. On the day of the examination, the Department Representative (or designated individual) (for MA defences) or the Dean of Graduate Studies (or his/her representative) (for PhD defences) will take copies of the *Report of Graduate Thesis Examination Board* and copies of the *Certificate of Approval* forms to the examining room and ensure that the room is arranged in a suitable fashion. The proceedings of the thesis defence are directed by the Chair of the Examining Committee. The oral examination will be open to anyone who wishes to attend, but only the candidate and members of the examining committee may participate in questioning.

At the beginning of the defence, the Chair of the Examining Committee will describe the rules to be followed and ensure that the candidate and all members of the Examining Committee are familiar with those rules. The Candidate will present an oral presentation with slides outlining the study (not to exceed 20 minutes for a Masters, 30 minutes for a PhD). This will be followed by a period of questioning by the Examining Committee during which the student should be the only person responding to the questions. The order of questioning will be: External Examiner, the Internal Examiner (PhD defence only), other members of the Examining Committee as agreed before the defence, Thesis Supervisor. The Chair of the Examining Committee may pose questions at any time. In the first round of questioning, each questioner will have a maximum of fifteen minutes to ask questions. There can be second and subsequent rounds of questions. The order of questioning and timing of questions at this stage is at the discretion of the Chair of the Examining Committee.

When the questioning process is complete, the Candidate and anyone else who is not a member of the Examining Committee will then be asked to leave the room and the Examining Committee will meet to come to a decision with respect to the acceptability of the thesis and the defence.

Last minute absence of a Chairperson or Committee member. Occasionally, because of illness or an accident, a member of an Examination Committee may be unable to attend at the last minute. In order that the exam may proceed without having to be postponed, the following procedures should be followed:

1. The Committee member who is going to be delayed or who cannot attend must telephone the Psychology Department (ext. 3543) as soon as possible. If a Committee member or the External Examiner is unable to attend at the last minute, questions to be addressed to the candidate are to be dictated over the telephone, along with a confidential comment on the

merit of the thesis. This comment should indicate whether the individual would pass or fail the candidate on the basis of the thesis.

2. When the Psychology Department has been notified that a member of the Examination Committee is to be delayed for more than one hour, or is unable to attend, the following procedures are to be implemented:
   a) The Psychology Graduate Administrative Assistant will inform the candidate and the Committee of a possible delay of up to one hour, or of the unexpected absence.
   b) If it is the Supervisor who will be absent, an existing member of the Thesis Supervisory Committee will be appointed as Acting Supervisor by the Chairperson, after an in-camera discussion with members of the Examination Committee.
   c) If it is the assigned Chairperson who will be absent, the Dean of Graduate Studies Office will arrange for a replacement within one (1) hour.
   d) If it is the External Examiner who will be absent, the questions and vote of the External Examiner will be delivered to the Chairperson, who will represent the External Examiner and ask the questions dictated by the External Examiner.
   e) If the Supervisor or a member of the Thesis Supervisory Committee will be absent, another member of the Department will be provided with the questions and will represent the absentee member. This delegate is permitted to ask his or her questions, as well. If an appropriate delegate is not available, the exam will proceed with the Chairperson asking questions on behalf of the absentee member.

3. The examination is to be postponed and re-scheduled as soon as possible at the convenience of the student only if the External Examiner or the Supervisor fail to telephone or appear within one hour of the scheduled starting time; or if two members of the Committee do not appear. Otherwise, the exam is to proceed according to the above procedures, even if the Examination Committee includes only the External Examiner and one additional member from the Department.

Decisions open to the Examining Committee. The thesis and defence will be graded on a pass-fail system, using the following options:

i) *Thesis Satisfactory and Accepted as Submitted*. (This will be the determination even if there are minor typographical errors that must be corrected.)

ii) *Thesis Accepted after Minor Corrections or Modifications*. (This will normally involve rewriting of small sections of the thesis.)

iii) *Thesis Accepted Conditionally Upon Completion of Major Modifications as Outlined on Attached Sheet*. (The examining committee will not normally meet again. The revisions must be completed to the satisfaction of either the Thesis Supervisor or a sub-committee of the Examining Committee, as decided by the full Examining Committee.)

iv) *Decision Deferred* Until a) completion of major modifications as outlined on attached sheet and b) a new and satisfactory defence has been completed.

v) *Thesis Unsatisfactory and Not Acceptable*

Acceptance of the thesis will require acceptance by two-thirds of the Examining Committee and must include acceptance by the External Examiner. If revisions are necessary, the Examining Committee will specify the areas for revision and the date by which the revised thesis is to be submitted and approved. Students should be given two to four weeks to complete minor revisions which are to be approved by the Thesis Supervisor and four to twelve weeks to complete major revisions which are to be approved by the Thesis Supervisor and the Chair of the Defence (FHB Regulation). The Examining Committee may also determine whether the revisions require acceptance by the supervisor or by a subcommittee of the Examining Committee.

If the Examining Committee has difficulty coming to a decision regarding the acceptance of the thesis, or some other problem emerges during the examination, the case will be referred to the Dean who will ascertain what is needed to reach a consensus and the student will be advised that a decision is pending.

A fail grade will be awarded if more than one-third of the Examining Committee finds the thesis unacceptable *or* if the External Examiner does not approve the thesis. In the event that a fail grade is awarded, the student may, at the discretion of the Examining Committee, be permitted a second and final thesis submission and defence. This will be scheduled for no later than one calendar year after the original presentation and defence. In the preparation of the thesis for re-submission, the student will be guided by the written criticisms of members of the Examining Committee. Under normal circumstances the composition of the Examining Committee of the second thesis defence will be identical to that of the original Examining Committee. A fee may be charged for re-examination.

For appeals relating to the procedures followed in a Thesis Examination, see the Graduate Calendar on the Office of Graduate Studies website.

Style Guidelines For MA and PhD Theses In Psychology. Note that the Faculty of Graduate Studies also has specific rules for the formatting and content of theses. These can be found at http://www.brocku.ca/graduate-studies/current-students/thesis-procedures. Below are some general guidelines, but please be aware that Graduate Studies guidelines are critical.

Paper and Formatting

1. A good bond paper (20 lb.) must be used for all copies of the thesis. Paper size should be 8 1/2" X 11" (21.5 X 28 cm), with margins of one and one-half inches on the left side and one inch on all other sides.

2. Theses must be typewritten. All photocopies must be clearly legible and uniform in impression and colour.

3. All typing must be double-spaced except for quotations, footnotes, legends, and references, which shall normally be single-spaced (there should be double-spacing *between* references).

Tables and figures may contain a combination of single- and double-spacing to increase their readability.

4. *Preliminary pages* (i.e., Title page, Abstract, Acknowledgements, Table of contents, List of Tables, List of Figures, List of Appendices) are numbered at the bottom, centre, using lower case roman numerals. The Title page is page (i), but no number appears on this page.

5. *All pages following* the preliminary pages are numbered in one continuous sequence using Arabic numerals at the top right of the page, *with the following exceptions*: Number placement should be at the bottom centre of the page for the first page of major sections (e.g., Introduction, Method, etc.).

Organization

1. The first and last pages should be blank and unnumbered.

2. The title page should be in the form shown in the sample page in *Appendix B*.

3. After the Certificate of Approval, pages should be in the following order: the title page, the abstract, the acknowledgements, a table of contents, a list of tables, a list of figures, and a list of appendices.

4. After the text, there should be a reference section. This is to be done in the format described in the *Publication Manual of the American Psychological Association* (Current Edition) *for final manuscripts*.

5. The appendices follow the references. Appendices may include testing materials, tables of additional analyses, etc. The ethics clearance form must be included as an Appendix.

6. The abstract should be fewer than 500 words and should outline the problem, methods, main results, and general conclusion of the thesis.

7. The completed thesis is considered a final document and, as such, *tables and figures should be interleaved in the text*. Small tables can be placed on a page along with text. Larger tables should be alone on a page following the page on which they are first mentioned. Figures should also be on separate pages, immediately after they are first mentioned. Footnotes should appear at the bottom of the page on which they are noted. APA conventions regarding spacing of titles, etc., can be altered for purposes of readability. These decisions can be made in conjunction with the Thesis Supervisor but must remain in concordance with the University and Library guidelines.

Thesis Format. The University recognizes two possible formats for MA and PhD theses: (a) the *traditional monograph* style; and (b) the more recent *integrated article style*. Students should discuss the format of their thesis with their supervisor and committee well in advance of thesis preparation

(ideally at the proposal stage). Graduate Studies has specific guidelines for each thesis format and these can be found using the "Faculty of Graduate Studies Thesis Format Specifications" link at http://www.brocku.ca/graduate-studies/current-students/thesis-procedures.

Generally speaking, the integrated article thesis includes an Introductory chapter of at least 10 pages (double-spaced) plus its own reference section. This chapter introduces the thesis topic and defines the issues and scope of the subsequent studies. According to the Faculty of Graduate Studies "The articles must be linked in an Introduction that overviews the subsequent articles and that makes it clear what the student has contributed in terms of research and writing to each of the articles included." Each of the chapters after the Introduction includes a research article that may be published, in press, under review, or not yet submitted to a journal; it must be in the format of a publishable paper. Each article includes its reference section, but does not have an abstract. An integrated article thesis must also include a General Discussion chapter of at least 10 pages plus references that relates the studies to each other and integrates thoughts across studies. Additional appendices may be included that contain additional methodological details, analyses, tabulated data etc. that were not included in the original journal articles. Note that the thesis must be formatted as a cohesive single document (follow the Graduate Studies guidelines).

The advantage of completing an integrated article thesis is that a student's work on their thesis does not come at the expense of time used for journal publications, as journal articles constitute the body of the thesis. Articles need not be solo authored by the student to qualify for inclusion in an integrated article thesis. However, the research from the articles should be substantially the student's own work that was assisted by the advisor or others, as opposed to being designed and conceptualized by others. According to the faculty of Graduate Studies "The student must be the first/principal author on each of the papers included, and must have contributed a sufficient amount to the research and the conduct of the project." Articles need not follow directly from each other, but should speak to a common topic such that they form a body of work that can be integrated in the Introduction and General Discussion. According to the Faculty of Graduate Studies "In the Introduction to the thesis, the linkages between the articles submitted will be clear – i.e., the way in which they together constitute an original research project or contribution to a field of knowledge."

Further Details Regarding Thesis Preparation. For further information on matters of organization, style and presentation, consult a standard style manual. The recommended manual is the *Publication Manual of the American Psychological Association* (Current Edition), paying special attention to the section on theses and dissertations. Instructions on the preparation of tables, figures, references, metrics, and abstracts appear in the Manual. Also, all theses are to be written in such a way as to avoid the use of sexist language.

Final Thesis Submission Guidelines. Please note that the Department and University now accept only *e-thesis submissions*. Specific instructions can be found at http://brocku.ca/graduate-studies/current-students/thesis/e-thesis-submission.

Copyright: In order to claim copyright, the author of the thesis must ensure that all copies of the thesis bear the International Copyright Notice at the bottom of the thesis title page. The Notice consists of three elements printed on one line:

a) the letter 'C' enclosed in a circle, thus ©
b) the name of the copyright owner (the author), and
c) the year of completion.

Helpful Hints to Students

Preparing the thesis document. The final stages of thesis preparation will take much longer than you think. Those last few steps of formatting have taken some students several days. Again try not to be too compulsive. You want to send out a good document but again, there will always be changes, so spending too much time trying to make it "perfect" is not always useful. Your final draft must be approved by your supervisor and the rest of your Supervisory Committee before the oral defence can be scheduled.

Time to completion. As mentioned earlier, full-time MA students are funded for two years, full-time PhD students for four years. University rules state that full-time MA students must have completed their program within three years, and full-time PhD students within six years. Failure to meet these time-to-completion limits will result in the student being involuntarily withdrawn from the program by the Faculty of Graduate Studies. Note that times to completion are longer for part-time students, but it is no longer possible for full-time students to convert to part-time status part-way through their degree except in exceptional family or health circumstances which would need to be approved by the Department and the Faculty of Graduate Studies. Note that work responsibilities outside of the degree do not constitute exceptional circumstances and will not be approved.

As a Department, we expect MA students who are continuing into our PhD program to have all their course work done (i.e., final grades submitted) by the end of August of their second year. Also by that time, the Department expects that students have submitted the defence-copy of their thesis (but ideally these are submitted by July 1st). Note that final copies of the thesis and appropriate forms must be submitted to the Office of Graduate Studies within 56 days of the last day of the current term or the student will be considered to be registered as an overtime MA student (i.e., 56 days after the summer term would be mid-early October). If the Graduate Record Form indicating completion of all degree requirements has not been signed and submitted by the Graduate Program Director by this date, and the thesis is not defended and submitted electronically by this date, then the student will not be allowed to register for our PhD program or receive PhD funding from the Office of Graduate Studies until these conditions have been met, although they will still receive payment for T.A. duties. Note that other Universities may have similar requirements for their new PhD students. Also note that rules with regard to external funding may vary, and students should contact the agency directly if they have questions.

Below is a quick set of date guidelines to match various situations. Use this as a guideline only. For specific dates for each term please visit http://www.brocku.ca/webfm_send/21037.

- If a student wants to graduate at Fall convocation AND does not want to register and pay for the Fall term – complete application to graduate form by July 1, defend and submit final copy of thesis before September 1st.

- If a student wants to graduate at Spring convocation AND does not want to register and pay for the Spring term – complete application to graduate form by February 1, defend and submit final copy of thesis before May 1st.
- If a student does NOT want to register and pay for the Fall term, but is fine with convocating in the Spring – complete application to graduate form and defend and submit final copy of thesis before October 1st.(the actual date is often slightly after October 1st, but the date moves from year-to-year. Be sure to check exact deadlines if you are getting close to Oct 1st for completion).
- If a student does NOT want to register and pay for the Spring term, but is fine with convocating in the Fall – complete application to graduate form and defend and submit final copy of thesis before June 1st.
- If an MA student wants to graduate at Fall convocation AND wants to be able to begin our PhD program on-time in September– complete application to graduate form by July 1, defend and submit final copy of thesis before September 1st.
- If an MA student wants to be able to begin our PhD program on-time in September, but does not mind convocating in the Spring – complete application to graduate form and defend and submit final copy of thesis before Oct. 1st.(the actual date is often slightly after October 1st, but the date moves from year-to-year. Be sure to check exact deadlines if you are getting close to Oct 1st for completion).

Fee reductions for final-stage status. Tuition will be reduced substantially if you achieve final-stage status for the last term of your degree (assuming that all course work is done). This reduction is available only for one term per degree. To get the reduction, you must have submitted a full draft of your MA or PhD thesis to your Thesis Supervisor and the Graduate Program Director by the first-draft deadline date (check the Faculty of Graduate Studies website under "Schedule of Important Dates" (http://www.brocku.ca/webcal/current/graduate/sche.html). The exact date should also be advertised each term by e-mail. This draft is to be of sufficient quality that a defence can occur by the end of the first-draft term (e.g., if you are applying in April for first-draft status for the summer, then you will need to defend, or at least have the defense-copy of your thesis submitted, before the end of the summer term). The document must include a draft of the introduction, method, results, and discussion, such that no major additions or other revisions are expected. Final references, appendices, and preliminary pages do not have to be included. In addition, formatting does not have to be final. If you happen to have an external award (e.g., OGS, NSERC), try to get your draft in by April and defend in the summer so that you can get your tuition reduction and still collect your fellowship support.

To apply for final-stage status: (1) print form, see http://www.brocku.ca/graduate-studies/current-students/student-forms (click here for form http://brocku.ca/webfm_send/22623) (2) have form signed by thesis supervisor; (3) submit signed form to the Graduate program Director; (4) email PDF copy of thesis draft to the Graduate Program Director. If approved, the Graduate Program Director will inform the student and send form to Graduate Studies.

SECTION IV: COLLOQUIA, FOCUS AREA RESEARCH SEMINARS, ADVANCED STUDY COURSES, INDEPENDENT

STUDY PAPERS AND APPRENTICESHIPS

The Psychology Department has developed a series of courses and other activities designed to ensure that students have the opportunity to develop breadth as scholars as well as applied skills relevant to their professional development.

Guidelines for Colloquium Series Involvement. Each year, the Department organizes approximately eight colloquia. Speakers from inside and outside the University are invited to talk about their current research and theoretical interests. They are chosen to represent a variety of psychological perspectives and domains. These colloquia are open to students, faculty, and the general community. The colloquium series is an important aspect of the intellectual and professional climate of the department. It is a way to bring new ideas to the University (usually before they appear in print), to clarify our understanding of research through questions and discussions with the presenters, and to provide a vehicle for networking with colleagues. Graduate students are expected to attend *all* colloquia. The contacts made through these colloquia can be useful for students' future careers, as well as providing the opportunity to gain knowledge directly from leading researchers. Participation in the colloquium series is considered to be an important part of the professional education of graduate students. It provides an opportunity to sharpen knowledge and appreciation of excellence in research methods and design, including in content areas outside of their specific domain of interest which is an important component of building scholarly breadth. Students are strongly encouraged to interact informally with the speaker. In addition, there may be opportunities to join the presenter for lunch or dinner.

Guidelines for Focus Area Research Seminars (FARS)

	Behavioural Neuroscience	Lifespan Development	Social/Personality
MA 1st year	PSYC5Y51	PSYC5Y61	PSYC5Y71
MA 2nd year	PSYC5Y52	PSYC5Y62	PSYC5Y72
PhD 1st year	PSYC7Y51	PSYC7Y61	PSYC7Y71
PhD 2nd year	PSYC7Y52	PSYC7Y62	PSYC7Y72
PhD 3rd year	PSYC7Y53	PSYC7Y63	PSYC7Y73

This course is designed to provide the students with breadth within their respective focus areas (i.e., Behavioural Neuroscience, Lifespan Development, Social/Personality). Interested students are welcome to register in FARS courses outside their area of study. MA students are required to enroll in this course for 2 years, and PhD students for the first 3 years of the PhD. In years when graduate enrollment is high, an additional FARS may be offered in addition to one of the above. Students should decide which FARS to attend in consultation with their supervisor, prior to the beginning of the course.

One elective course is required for the MA degree and two for the PhD degree. Note that a FARS from another area can be used as an elective, as long as the existing FARS credit is still satisfied (for example, an MA student could attend BN FARS for 2 years for their FARS credits, and attend SP FARS for one year for their elective). In a similar manner, is also possible to take another stream's Core Course as an elective (as long as the core requirement for a student's stream is also satisfied).

A student may also take a Directed Readings or Techniques course with a Department faculty member to satisfy an elective, but the faculty member and the student's supervisor must agree to this, and the student must submit the Request for Directed Reading or Research Techniques Course Approval form to the Graduate Administrative Assistant for approval. A student can also satisfy an elective with a traditional elective offering from the department, or an offering from an allied department at Brock or at another university (although these latter two options require the approval of the Graduate Program Director).

Guidelines for Advanced Study in Psychology Requirement Courses (PSYC7P51, 7P52, 7P53)

The Advanced Study in Psychology requirement consists of three essays of no more than 20 pages each. The main goals of these essays are to assess the student's ability to summarize the literature on a relatively limited and well-defined topic; draw conclusions based on the literature; and write at a PhD level within specific time constraints. These essays are also intended to provide breadth and depth in areas tangentially related to the student's thesis (i.e., in the student's general area of research but not directly related to the thesis). For example, the essay may be related to a specific research project on which the student is working that is not part of the thesis. Consistent with university regulations, essays that have been, or are to be, submitted for another course or program requirement are not acceptable (See Academic Integrity Policy).

Each essay has a specific deadline. Extensions will be given only in exceptional circumstances (e.g., health issues) and may require documentation.

Essay #	Submission Deadlines		Deadline for grade and feedback to student
	Full-time students	Part-time students	
7P51 7P52 7P53	Aug. 31, Year 1 Aug. 31, Year 2 Aug. 31, Year 3	Aug. 31, Year 2 Aug. 31, Year 3 Aug. 31, Year 4	2 months after essay is submitted to Reader. Of course, earlier feedback is welcome whenever possible.

Essays may be completed on a timetable that is deemed suitable for each student with the caveat that each *must* be completed by the deadlines shown above. For example, a student and her/his committee may agree that it would be useful for the student to complete essays 2 and/or 3 earlier than indicated in the table. Failure to meet these deadlines may result in the student being withdrawn from the program.

Each essay is due *two months* after the topic is assigned, as indicated by a signed Advanced Study In Psychology form (find form at http://www.brocku.ca/webfm_send/22974). The essay topics are determined jointly by the student's supervisor and the student, with agreement from the faculty Reader of the essay. The student will receive feedback in the form of written comments and a grade for each essay within two months of submission.

A faculty member with expertise in the area is responsible for reading and evaluating a given essay. This person need not be from the supervisory committee if another individual is more appropriate and agrees to act as the reader. The *first* essay must be read by someone other than the student's thesis advisor. A reader might ask others to look over an essay for further advice. The student or the primary reader also may request a second reader. Each student must have a different reader for each of the 3 essays.

Grading of Advanced Study papers. If an essay is deemed to be satisfactory, the student is given a numerical grade (i.e., A = 80+; B = 70-79). The highest grade possible for essays that are submitted after the due date is a B (i.e., 70-79). The single exception to this is a case in which the student has requested and been granted an extension due to exceptional circumstances; research or course obligations are not considered exceptional circumstances. Documentation of circumstances (e.g., medical) may be requested. Thus, an essay may be given a B because it does not rate an "A" or because it was not submitted by the deadline. Each essay is assigned a separate course code, with a separate grade for each on the Graduate Record Form and final transcript.

If an essay is deemed unsatisfactory[4], the student will have an additional 2-month period to complete a rewrite. The original reader and a second *new* reader (not the thesis advisor) will be chosen in consultation with the Graduate Program Director (or Department Chair/designate, if a conflict exists, such as when a student is supervised by GPD) to evaluate the re-written essay. The highest grade that can be assigned to the re-written paper is a B (see above for numerical grades). If both readers agree that the re-written paper is unsatisfactory, the student's progress/status in the program will be reviewed. Depending on the results of that review, the student may be placed on probationary status or withdrawn from the program (see above in "Academic Progress" section). If the readers of the re-written paper disagree (i.e., one reader believes the paper to be satisfactory; the other does not), a third reader will be selected in consultation with the Graduate Program Director (or Department Chair/designate, if a conflict exists, such as when a student is supervised by GPD) to break the tie. The decision of the third reader will be final.

If a student wishes to appeal an unsatisfactory essay evaluation, s/he should go through the usual appeals process outlined in the current Graduate Calendar.

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[4] *In graduate studies, credit is only given for grades of 70% and above: According to the Faculty Handbook, "the marks 70 – 79 are awarded to students who have a sound grasp of the most important goals of the course and whose work may be described as careful, craftsman like, competent and good without being distinguished." Thus, essays that do not meet or exceed these criteria for credit will be considered unsatisfactory.*

Responsibilities of the Student. The student is responsible for initiating the discussion with his/her supervisor, and reader on the topic and scope of each essay and for meeting the deadlines for submission/rewriting each essay (shown above).

NOTE TO STUDENTS: When you and your supervisor and reader have agreed on the topic for the paper, please complete the ADVANCED STUDY IN PSYCHOLOGY FORM (find form at http://www.brocku.ca/webfm_send/22974*), obtain signatures, and pass in to the Graduate Administrative Assistant. When you have written and submitted the paper to the reader, notify the Graduate Administrative Assistant that you have done so and email an electronic copy of the paper to the Graduate Administrative Assistant. If there are revisions to complete, notify the Graduate Administrative Assistant when these have been completed and email an electronic copy of the revised paper.*

Responsibilities of the Reader. A faculty member who has agreed to serve as a reader is to discuss the general scope of the topic area for the paper and provide or suggest some initial readings. The reader should be available to answer occasional questions but will not read drafts of the essay nor meet with the student regularly. The reader's task is to read and evaluate the finished product. The reader will indicate the grade on the Advanced Study in Psychology Form (available from the Graduate Administrative Assistant).

Guidelines for Apprenticeships. Guidelines and forms for preparing the proposal for Apprenticeships can be found on the Department of Psychology website in the section Info for Current Students. Examples of proposals can be found in in the Psychology Main Office. Students must submit a copy of the proposal to the Graduate Administrative Assistant a minimum of two weeks before beginning the apprenticeship. The proposal will then be distributed to the appropriate focal area representative, the Graduate Program Director, and the Chair for approval.

1. **Teaching Apprenticeship (PSYC7P07).** This apprenticeship has been designed to allow students to participate in the development and delivery of a course under the guidance of a faculty member. These experiences may be of particular interest to students planning to apply for academic positions following the completion of their degree as their involvement should help them to identify effective practices associated with the planning and implementation of lectures, seminars, and student evaluation, and in the preparation of a teaching portfolio that can be submitted along with other job application materials. Although involvement would usually occur within the context of one course, there may be circumstances in which the student would focus on relevant issues in two courses under the same mentor as long as general guidelines are followed.

From the Graduate Calendar:

Students will participate in the development and delivery of a Brock University course under the mentorship of a faculty member. Development of a teaching portfolio will be required. Students may be required to attend teaching workshops and courses offered by the Brock Centre for Teaching and Learning and will participate in an observation-based assessment of their teaching skills. Specific requirements and evaluation criteria will be determined by the teaching apprenticeship supervisor

and the student prior to course registration, and are subject to approval by the Graduate Program Director, Advisor, Chair and Focal Area Representative. Note: open to PhD students only.

Note: this course will be evaluated as Credit/No-Credit.

Responsibilities of the Student. Students should enter into negotiation with their Thesis Supervisor and potential Teaching Mentors to determine whether a mutually satisfactory apprenticeship can be arranged.

The teaching apprenticeship will be under the direction of a Teaching Mentor from the Psychology or some other aligned department. Whereas breadth of experience is encouraged, thesis supervisors are not precluded from being Teaching Mentors for their students. Lecture and seminar topics, and an appropriate timetable, will be determined in consultation with the Teaching Mentor.

Typically, students will be made responsible for three weeks of the course. It is expected that the work involved will be spread out (early, middle, late) over the term, to the extent that this is possible. The teaching apprenticeship involves participating in all aspects of the course including:

- helping to choose the text book
- developing and delivering lectures
- developing and organizing seminars/labs to complement the material covered in lectures
- holding regular office hours to provide an opportunity for students to address questions about the course material covered during lectures and seminars
- contributing test and examination questions (including marking keys) on the lecture material
- marking some of the test materials
- preparing a brief summary of the processes by which grading decisions (for exams, seminars, etc.) were made
- other duties as agreed upon (e.g., assisting in the development of the course outline/syllabus)

All efforts will be made to have students lead a paid seminar (or equivalent) in the course for which they are doing their apprenticeship.

Students are not required to do so, but may wish to meet with the Centre for Pedagogical Innovation (CPI; http://www.brocku.ca/pedagogical-innovation) to discuss such topics as the development of a teaching portfolio, and on developing a teaching philosophy. The CPI also has guidelines for keeping a teaching journal, should the student and Teaching Mentor decide that a journal is appropriate. A teaching portfolio may be required by the supervising faculty member but is not department policy.

Responsibilities of the Teaching Mentor. When the faculty member has agreed to serve as the student's Teaching Mentor, he/she and the student should jointly develop a formal teaching apprenticeship proposal which outlines specific criteria for successful completion of the apprenticeship, in accordance with the student requirements described in the previous section. This document should be signed by all necessary parties (see above, and Graduate Calendar) and forwarded to the Graduate Administrative Assistant for distribution to the Graduate Program Director, Department Chair, and appropriate area representative. All signatures should be obtained

PRIOR to the start of the course. A copy of this agreement will be kept in the student's file and should any problems arise, the Graduate Committee should be consulted.

In addition, the Teaching Mentor should assist the student in developing a feasible schedule for the required activities, suggest useful resources, and generally provide constructive feedback on all aspects of the student's preparation and performance. The Teaching Mentor will hold regular meetings (e.g., weekly) with the apprentice throughout the term to discuss creation of upcoming lectures, seminars/labs, testing materials, as well as to give feedback on work already completed. To effectively monitor and critically comment upon the student's work, the Teaching Mentor should attend all of the student's lectures.

Evaluation. The Teaching Apprenticeship (PSYC 7P07) is set up as a credit/non-credit course. The Teaching Mentor will evaluate the student's performance in accordance with the criteria delineated in the teaching apprenticeship plan. Should the mentor determine that the student's progress fails to meet these criteria, he or she may require the student to make certain revisions or to complete additional assignments to ensure that her/his work is consistent with acceptable standards before course credit is given.

2. **Research Apprenticeships (PSYC7P08).** The general purpose of this apprenticeship is to expand students' research experience by giving them the opportunity to work with a researcher other than their supervisor.

Responsibilities of the Student. Activities might include a role in literature review, hypothesis formation, study design/methodology, ethics proposal, recruitment, data collection, data coding and entry, data analysis and interpretation, and preparation of a manuscript or presentation based on results. The student should be involved in as many of these activities as is practical and relevant for the particular research project. Students (and mentors) should be familiar with Brock University's policies on Integrity in Research and Scholarship, Ownership of Student-Created Intellectual Property, and ethical guidelines regarding human participants or animals, as well as other relevant ethical guidelines (e.g., Tri-Council Policy Statement for Ethical Conduct on Research with Human Participants). All of these policies can be accessed through the Office of Research Services website: http://www.brocku.ca/research/ethics-and-research-reviews.

From the Graduate Calendar:

> Students will take a major "hands on" role in an empirical research project, under the supervision of a faculty member other than the thesis supervisor. The student will work toward an acceptable first draft of a publication style (and quality) manuscript or presentation based on the research conducted. Specific requirements and evaluation criteria for the apprenticeship will be determined by the research apprenticeship supervisor and the student prior to course registration and are subject to approval by the Graduate Program Director, Advisor, Chair, and Focal Area Representative. Note: open to PhD students only.
>
> Note: this course will be evaluated as Credit/No-Credit.

The total time involved in the research apprenticeship must, of necessity, remain flexible. It could, for instance, involve one day a week for 2 terms, 2 days a week for one term, a more intensive

experience over one or two months in the summer, or some combination of these. The number of hours per week includes the student's work on all relevant tasks mentioned above, plus participation at regular lab meetings (if applicable) and individual meetings with the Research Mentor, but not the final write-up of results for publication/presentation (normally this will continue after the apprenticeship is completed). Though the research apprenticeship should be a valuable experience for the students, both the mentor and student should keep in mind that the student's thesis must remain the student's primary focus.

Responsibilities of the Research Mentor. The apprenticeship should be a meaningful learning experience for the student and not simply involve completing tasks for which there is little explanation or opportunity for discussion. Thus, the student will be expected to attend lab meetings if these are a regular part of the Research Mentor's lab. Instead of, or in addition to, lab meetings, the student may meet regularly (e.g., weekly or biweekly) with the Research Mentor to discuss various aspects of the project. Through these meetings, the student will be given an opportunity to exchange ideas, ask questions, discuss problems, and learn, in depth, about the purpose of his or her research activities.

At the beginning of the term, the Research Mentor and the student, in consultation with the student's Thesis Supervisor, will draw up a proposal outlining the criteria for successful completion of the apprenticeship (see proposal form available here). This needs to include a description of any written work or presentations required in the event that the data merit publication, AND a description of any written work or presentations required in the event that the data *do not* merit publication. This document should be signed by all necessary parties (see above, and Graduate Calendar) and forwarded to the Graduate Administrative Assistant for distribution to the Graduate Program Director, Department Chair, and appropriate area representative. All signatures should be obtained PRIOR to the start of the course. A copy of this agreement will be kept in the student's file and should any problems arise, the Graduate Committee should be consulted.

Evaluation. The research apprenticeship course (PSYC 7P08) is set up as a credit/non-credit course. The research apprenticeship will be evaluated based on performance of specified activities, quality of participation at regular meetings, and progress in learning over the course of the project has been met. Final credit will be given only when the work meets the criteria agreed upon by the mentor and student. Usually, this will involve completion of an acceptable first draft of a manuscript or presentation based on the research conducted. However, depending on the goals and outcome of the project, the mentor and student may decide that a less formal write-up (including research findings, problems encountered, potential solutions for future studies, etc.) is adequate.

3. **Community-based Apprenticeships (PSYC7P09).** These apprenticeships are designed to provide students with the opportunity to work in a community setting that has relevance for their research interests and/or their career goals. The apprenticeship should include practical experience along with relevant readings and discussion to provide a theoretical context for the experience.

Responsibilities of the Student. Students are typically expected to volunteer their time within a community setting under the supervision of a professional with experience relevant to the placement. In addition to this On-site Mentor (O-S Mentor), the student is expected to arrange for a

faculty member within the Psychology Department or in some other aligned department, with the appropriate skills and interests to serve as her/his University-based Mentor (U-B Mentor). The total time involved in the community-based apprenticeship must, of necessity, remain flexible. It can, for instance, be one day a week for 2 terms, 2 days a week for one term, a more intensive experience over one or two months in the summer, or some combination of these.

From the Graduate Calendar:

> Students will participate in one of a variety of approved community settings and engage in activities such as policy analysis, needs assessment, community education, program evaluation, and service delivery. Specific requirements and evaluation criteria for the apprenticeship will be determined by the on-site community mentor, the university-based community mentor, and the student prior to course registration, and are subject to approval by the Graduate Program Director, Advisor, Chair, and Focal Area Representative. Note: open to PhD students only.
>
> Note: this course will be evaluated as Credit/No-Credit.

Students are expected to work with their O-S and U-B Mentors (and in consultation with their Thesis Supervisor) to develop a plan that allows them to get the maximal applied experience possible in the setting. Settings can range from those offering patient care, community service, community-based research or program evaluation, educational settings, government agencies and so on, as long as the setting can provide experiences appropriate to the student's academic and/or professional development. Students are expected to engage in the work of the service-provider or agency in as professional a way as their skills allow. Students are also required to inform themselves about the issues associated with their placement through extensive reading and consultation with professionals as needed. They are to meet regularly (e.g., bi-weekly) with their O-S Mentor as well as with their U-B Mentor to discuss skills development as well as the theoretical and research issues relevant to the placement. Students are expected to keep a log of their experiences which is reviewed and initialled by their O-S mentor.

In conjunction with the factual log of their experiences, students are expected to keep a journal which they can use as a basis for discussion with their mentors and as a place to record important on-site experiences as well as insights gained from relevant readings and discussions. At the completion of their apprenticeship, students are required to write a paper of not more than 20 pages in which they take a critical and analytic perspective regarding the issues they dealt with on their apprenticeship, incorporating relevant readings, research findings, and discussions. For example, if the student were working with children with ADHD, he or she would be expected to read about and discuss the condition, methods of treatment, evaluation of treatment methods, and so on.

Responsibilities of the Community Mentors

The On-Site Community Mentor. The O-S Mentor is responsible for helping the student define a set of experiences that will lead to her/his professional development within the particular setting. The O-S Mentor is also responsible for ensuring that the student has access to suitable experiences in the setting and for providing on-site supervision as needed but with regular formal meetings. The O-

S Mentor is responsible for ensuring that the student is aware of, and complies with, the ethical and skills-based standards within the setting and for giving the student feedback as to their performance on these dimensions. The O-S Mentor should review and initial a student-prepared listing of their apprenticeship experiences and, at the end of the apprenticeship, provide a written evaluation of the student's performance to the U-B Mentor as soon as possible (but within a month) after the completion of the apprenticeship.

The University-based Community Mentor. The U-B Mentor is responsible for working with the student and the O-S Mentor and possibly the student's Thesis Supervisor to develop a proposal for the apprenticeship (available here). This document should be signed by all necessary parties (see above, and Graduate Calendar) and forwarded to the Graduate Administrative Assistant for distribution to the Graduate Program Director, Department Chair, and appropriate area representative. All signatures should be obtained PRIOR to the start of the course. When the apprenticeship has been approved, the U-B Mentor is responsible for (1) meeting regularly with the student to discuss issues that arise in the apprenticeship as well as the theoretical and research issues associated with the particular experience; (2) for providing guidance in the preparation of the paper and final presentation; and (3) for reading and evaluating the paper. The U-B Mentor is also responsible for co-ordinating the evaluation of the O-S Mentor and his or her own evaluation to determine the student's credit/no-credit standing and passing that on to the Graduate Administrative Assistant.

Evaluation. The community-based apprenticeship (PSYC 7P09) is set up as a credit/non-credit course. A credit will not be given, however, unless all assigned duties associated with the placement (i.e., those reasonable and agreed upon through the initial consensus) have been completed and the discussion paper has been completed and revised to the satisfaction of the U-B Mentor.

Independent Study & Research Techniques Courses

The prime objective of an independent study course is to master a particular literature under the supervision of a faculty member other than the advisor; data collection is optional. The prime objective of a research techniques course is to master a research technique, outside of the thesis area, carried out under the supervision of a faculty member. For further details, see Graduate Calendar. To request approval for an Independent Study or Research Techniques course, complete the form found (click here). In advance of taking the course, the course objectives and methods of evaluation will be stipulated and agreed upon by all parties (student, advisor, instructor, and GPD). Since students need to be over-ridden into an independent study or research techniques course by Graduate Administration staff, the approval form should be submitted at least two weeks before registration.

SECTION V: PRACTICAL INFORMATION AND SUGGESTIONS

Graduate Deadlines. It is often hard to determine how long ahead of each deadline things have to happen in order for the deadline to be met. This timetable (and *Appendix E*) should help.

For Fall graduation (October)

1. An **Application to Graduate** must be filled out by July 1. (see http://www.brocku.ca/webfm_send/1439)

2. Allow at least 1 month between the thesis defence and the time that a completed version is ready for binding to ensure sufficient time for revisions. This means that the thesis defence should be held by the beginning of August at the latest. However, it may be very difficult to get the External Examiner and other members of the Examining Committee together in August because of holidays, so earlier is better.

3. The Graduate Record form will be completed by the Graduate Administrative Assistant and approved by the Graduate Program Director by the date established by the Faculty of Graduate Studies (usually during the first week of September). Note that the Graduate Record form will not be completed until the final version of the thesis is submitted by the student.

For Spring graduation (1st weekend in June)

1. An **Application to Graduate** must be filled out by February 1.

2. To ensure sufficient time for revisions (which can sometimes require further analyses), allow about 1 month between the thesis defence and the time that a completed version of the thesis is ready for binding. This means that the thesis defence should be held by the end of March at the latest.

3. The Graduate Record form will be completed by the Graduate Administrative Assistant and approved by the Graduate Program Director by the date established by the Faculty of Graduate Studies (usually during the first week of May). Note that the Graduate Record form will not be completed until the final version of the thesis is submitted by the student.

Student Computer Lab (GradPad). The Department is committed to maintaining a well functioning computer lab. Please report any equipment problems or needs for hardware or software updates to the Graduate Administrative Assistant.

Photocopying, travel, and other thesis expenses The department will cover the cost of printing copies of the thesis required for the examining committee (i.e., defence draft). A PDF file of the defence copy and the final copy are to be sent to the Graduate Administrative Assistant for printing. Students may use the Department copier for their own course materials but are expected to cover these expenses themselves, and will be billed at the department rate (the cost to the department).

There is also a small budget available to graduate students to help cover the costs of travel to conferences, etc. Graduate students are allotted $150/year (maximum 2 years for MA students and 4 years for PhD students). The Office of Graduate Studies also administers some funds for this purpose (note that Graduate Studies will only contribute if the student presents at the conference AND the student receives financial support from the department or supervisor for the event). Supervisors are encouraged to assist students with the costs of conference travel if research funds are available for that purpose. However, students must also be prepared to cover at least some of the costs of conference attendance themselves.

Note: *Reimbursement for conference attendance or travel requires submission of original, relevant receipts (including boarding passes) and proof of exchange rate, if applicable. See instructions on department web URL (http://www.brocku.ca/social-sciences/undergraduate-programs/psychology/gradprogram/Current-student-info#Travel)*

Applying for Financial Support for Graduate programs or Post-doctoral Positions Start to network early. Talk to your supervisor and send for information early. Apply for support through the usual channels: OGS, NSERC, SSHRC, etc. There are also many scholarships and bursaries available to particular groups or students who can demonstrate need. Information about scholarships can be obtained from the Office of Research Services, from the Graduate Studies website, and from the Graduate Calendar. The Graduate Studies Office holds an information session in the fall regarding various funding sources. <u>It is highly recommended that students attend these sessions. Each year many Psychology graduate students have success in gaining a Spring Research fellowship. All full-time students (including international students) are eligible to win this fellowship one time during their MA and one time during their PhD studies. Graduate Studies will send an email in the winter term with details on how to apply.</u>

Leading Seminars. Some students may not have led seminars prior to entering the program. Leading seminars involves leading discussions among small groups of students (between 10 and 20). The material and topics are decided by the course instructor. You are expected to meet with the course instructor regularly to go over the material that should be covered in seminar. You will also be required to hold office hours and assist with marking. As a graduate student you may also be given the opportunity to prepare and give a lecture.

The Center Pedagogical Innovation (CPI) has special workshops early in September and throughout the year to help prepare students for seminar leading. Graduate students are expected to participate. If you participate in a given group of seminars, you will be awarded a Teaching Assistant Certificate. See CPI for more details. First-time seminar leaders are expected to attend department-organized training session(s).

Keep an up-to-date Curriculum Vitae (CV). In the academic world it is important to keep an up-to-date CV, and it is required for your annual report. This makes it much easier to prepare progress reports and application materials. As well, there may be occasions when you will be asked for an update of your activities. As a student, you may add conference attendance to your CV

although that would not usually be included at a professional level (i.e., when you have graduated) unless, of course, you have presented a paper.

A standard format for an academic curriculum vitae is shown in *Appendix A*. Not all of these headings will be relevant to you at this stage of your career but you can add headings as needed.

Useful Graduate Student Web Pages for forms etc.

Graduate Studies has a page that contains all of the university-level forms that graduate students may need. This page can be found at http://www.brocku.ca/graduate-studies/current-students/student-forms.

The Department has a similar page for department-level forms and information. It can be found at http://www.brocku.ca/social-sciences/undergraduate-programs/psychology/gradprogram/Current-student-info

For a list of important dates for graduate students see
http://www.brocku.ca/webcal/current/graduate/sche.html OR
http://www.brocku.ca/webfm_send/21037

APPENDICES

APPENDIX A – Standard Format for Academic Curriculum Vitae (Annotated)

CURRICULUM VITAE

NAME, ADDRESS

FORMAL EDUCATION *(this no longer includes high school)*

ACADEMIC DISTINCTIONS AND AWARDS *(e.g., scholarships, fellowships, prizes)*

ACADEMIC POSITIONS HELD
CURRENT POSITION
ACADEMIC HISTORY

SCHOLARLY ACTIVITIES: *(presented in this order using APA style for all references)*
Publications:
a) Books and chapters contributed to books
b) Articles in refereed journals
c) Published refereed conference proceedings
d) Articles in non-refereed journals
e) Reports to government or other agencies
f) Book reviews

Work Submitted for Publication

Papers Presented at Conferences and Learned Societies

Grants obtained *(generally not applicable to graduate students)*
a) Internal grants
b) External grants

Teaching activities (*Include courses taught or co-taught, lectures given, teaching apprenticeships, Teaching Assistantships, Marker positions, Co-ordinator positions, etc. Append teaching/TA evaluations if available).*

Professional Development *(e.g., Instructional skills workshops, Certificate in Teaching and Learning, progress on Teaching Dossier).*

Other Scholarly Activities *(May include research apprenticeships, Brock Research Days, work under revision, Brock-related research presentations in FARS or other courses, etc.)*
a) Services as an assessor/referee

b) Presentations *(Invited Talks - Academy, Community, Workshops)*
c) Membership in scholarly or professional societies
d) Consulting activities
e) Discipline specific activities

University and Community Service - *Brock committee duties (name of committee, role), community involvement.*

APPENDIX B- Sample Title Page

Changing Organism-Context Relations as the Basic Process of Development

by

Graduate Student

A thesis
submitted in partial fulfilment
of the requirements for the degree
Master of Arts/Doctor of Philosophy

Department of Psychology
BROCK UNIVERSITY
St. Catharines, Ontario

April 2008

© Graduate Student, 2008

APPENDIX C - What to Do after Your Defence

1. When all the revisions have been made to your thesis and it is ready for final submission, follow directions at http://brocku.ca/graduate-studies/current-students/thesis/e-thesis-submission.
   - Be sure to include a copy of the ethics clearance form as an Appendix to your thesis.

2. Make sure that you have applied to graduate.

3. Please remember to return all keys to the Department administrative assistants and to your supervisor.

4. Clean up your space in the Grad Lab as well as your office. Make sure that you also remove all of your files from the Grad computers. Be sure to check with your advisor to make arrangements for storage of data (both physical and digital).

5. Please make sure that you have paid for all personal photocopying, fax, and telephone charges.

6. Inform the Graduate Administrative Assistant of your forwarding address: It is very likely that you will receive some mail after you have left.

7. Keep in touch! We are very interested in hearing how you're doing!

APPENDIX D- Useful Information for New Graduate Students in Psychology

Mail
You will have a mailbox in the lounge (B322). Your mailbox is shared with another student, so be sure that you only take the mail that is yours. You have a key for this room so you can check your mail or drop things off for others after hours. You'll get internal mail there, but you can also direct external people to send mail to: Your Name, Psychology Department, Brock University, 500 Glenridge Avenue, St. Catharines, ON, L2S 3A1.

Photocopying
You can use the photocopier in room B318. The room is open from 8:30 a.m. to 4:30 p.m. If you want access to this room after hours, there is a key on a hook just inside the GradPad door. There is a sheet (marked "Graduate Students Only") on the table in the photocopy room to record the number of copies you make. You will be charged at department rate per copy, and will get notice from the Graduate Administrative Assistant periodically of how much you owe. However, if you are making authorized copies for a course that you TA for, you do not need to record these.

Fax
You can send and receive faxes from the machine in the main office. Instructions are on the wall above the machine. If you send a fax, record the relevant information on the sheet below the machine. You will receive regular notification of how much you owe for faxes.

GradPad
The GradPad was recently renovated! It's now a great space for Psychology grad students to work. You should have a key for this room – please be sure that the door is locked if there is no one else there when you leave. All of the computers in the GradPad should have the most current version of SPSS many have also have AMOS.

Long Distance
You can make long distance calls from your office or the GradPad. If you make the calls in the GradPad, they will appear on the monthly bill and you will be notified of how much you owe. NOTE: The rate Brock receives is a business rate, and so is usually a lot more than you would pay from home! You should only make calls from school if they are really necessary.

Printing
When printing from the computers in the GradPad, you can choose either:

1. Printer 1: "PS1/PSYC-PLaser 1" [or "PS2/PSYC-PLaser1"]
2. Printer 2: "PS1/PSYC-PLaser2" [or "PS2/PSYC-PLaser2"]

Both of these printers are in the GradPad. They both normally print on both sides of the page, and only in black and white. If you want to print on only one side, choose "properties" and change from "use printer settings" to "1-sided".

If you notice that one of the GradPad printers is showing a "Toner Low" message, first try removing the ink cartridge and gently rocking (not shaking) it from side to side – this redistributes the ink and it will often continue to print normally for a number of days. If there is absolutely no ink left, and you can't read what you're trying to print, check under the desks for the new printer cartridge boxes. The directions for replacing the ink cartridge are in the box, and it's very easy to do. Put the old

cartridge in the box and take it to the main office. If there are no new ink cartridges under the desks, you should notify the main office, and new one will be ordered.

Do not take paper from the photocopy room to use in the printers. Use only the paper that is provided for the printers (there should be extra boxes of paper under the desks in the GradPad). If you notice that the paper supply in the GradPad is getting low, notify the main office.

Grad Pad Computers
To log in to the GradPad computers, use your Brock ID (the same as the one you use for your email) and password. Please remember to log off when you leave, otherwise the computer will lock down and no one else will be able to use the computer until you come back!

When saving files to computers in the GradPad – DO NOT save files to individual computers. You can save files to your own account by selecting Computer – Network Locations – [your Brock ID]. (You should be able to access these files from any computer on campus that you log in to.

Brock Email
To activate your Brock Email account, log-in to the Student Self Service Brock Information System. On the Brock homepage, choose "my.brocku.ca" from the drop-down list of Quick Links. Follow the on-screen instructions. A lot of important messages from the department and from Brock will come to your Brock email account, so be sure to check it.

Note: The password you choose will be the same for your email, self-service account (where you can check your grades, register for courses, and check your financial history), and log-in. You will receive periodic emails from Brock IT reminding you to change your password (you have to change it about every three months).

GradPad Cleanliness
Please try to keep the GradPad clean! All garbage should be placed in cans in the hallway – especially food! (This is important for your office as well. The garbage in offices is only emptied weekly, so you don't want to put food in those containers). The recycling bin in the GradPad is for paper only. If you notice it getting full, please take it to the photocopy room and empty it into the larger recycling bin.

Getting your Funding
You receive your funding from Brock in various ways, depending on the source.

TA money: This is received on a bi-weekly basis, normally deposited automatically into your bank account. You will sign a contract near the beginning of the year for this. You probably won't receive your first cheque until the end of September, but it will be retroactive to Sept. 1.

Fellowships and Scholarships: You receive 1/3 of your fellowship in each of September, January, and May. Your tuition and fees are taken automatically, and you will receive a cheque for the balance. You usually don't receive this until the middle of the month, so you will need to make other arrangements to pay rent, etc. and the beginning of these months. OGS, SSHRC, and NSERC funding are also distributed in this manner.
Note: An exception is if you have received external funding (i.e., OGS, SSHRC, NSERC), and are receiving an additional fellowship from Brock. The entire additional fellowship is given in September.

Research Assistantships: If you are receiving a Research Assistantship, you should talk to your advisor, as he/she normally needs to put in a request for this. You should also determine what your advisor's expectations are for you regarding the Research Assistantship.

Bursaries: You must fill out an application for these (available from the Graduate Studies Office). They are normally only given to students without external funding. If you receive a bursary, you will get it not long after you apply for it.

Income Tax
The majority of your fellowship/scholarship is taxable, as is all of the money you receive for your T.A. It is possible that taxes have not been taken from some sources of your income, meaning that you may have to pay these taxes owing at tax-time. Be sure to read your statement carefully and save your money appropriately.

Useful Links

http://brocku.ca/parking-services - Information about purchasing parking at Brock.

http://www.brocku.ca/pedagogical-innovation - Centre for Pedagogical Innovation –Information about TA workshops and certificates.

http://brocku.ca/graduate-students-association - Graduate Students' Association

www.gscrentals.com - Apartment Listings

https://butler.brocku.ca/ocl/ - Brock Off Campus Housing Listings

http://www.brocku.ca/graduate-studies/current-students - Information and links for current graduate students

http://www.brocku.ca/graduate-studies/current-students/internal-financial-support-2/internal-financial-support - Information about financial support

APPENDIX E - Administrative Steps to Graduation (Suggested Time-line)

Year 1 - MA		
Term 1 (Fall)	**Term 2 (Winter)**	**Term 3 (Spring/Summer)**
• *Orientation session; welcome dinner & In-house conference* • Course work - stats, core area (if offered), FARS I, consider elective only if your Core is not offered this year and/or the elective offered is highly desirable to you.) • Apply for Scholarships (for MA Yr. 2) • Complete & submit Intellectual Property form • begin reading & discussion of thesis area with advisor	• Course work - stats, FARS 1 • January - mid-term progress report due • Establish thesis committee (supervisor & 2 faculty); notify Grad Admin. Assistant • *April - University Graduate Conference (optional)* • begin planning MA thesis design & content	• Present thesis proposal to committee; have Committee sign proposal Approval form, submit to Grad Admin Assistant. • *May/June - Grad students meet with Grad Program Director - program feedback session* • June - year-end progress report due • obtain ethics approval for MA thesis

Year 2 - MA

Term 1 (Fall)	Term 2 (Winter)	Term 3 (Spring/Summer)
• in-house conference and welcome dinner • Course work - elective, FARS II, Core (if not taken in Year 1). • Data collection, analysis, write-up (consult with committee at least twice a year) • apply for PhD scholarships	• Course work - FARS II • March 1 - apply to graduate (spring convocation) • continue data collection, analysis, write-up • Mid April - first draft of MA thesis to supervisor & GPD • *April - University Graduate Conference (optional)*	• *May/June - Grad students meet with Grad Program Director - program feedback session* • June - year-end progress report due • July 1 - Apply to graduate form (Fall convocation) • May 1st - send thesis draft to committee July 1st - signed Thesis Approval Form submitted to Grad Admin Assistant and thesis submitted for defence and to turnitin.com (see Section III) • July - schedule defence • Defend thesis (Aug.) • After revisions are made and confirmed by advisor, conduct e-submission of thesis

Year 1 - PhD		
Term 1 (Fall)	**Term 2 (Winter)**	**Term 3 (Spring/Summer)**
• *In-house conference; welcome dinner* • Course work - FARS & others • Course work - Plan a schedule for completion of course requirements (methods, professional issues, apprenticeship & 2 electives) • Apply for scholarships (if needed) • Complete & submit intellectual property form	• Course work - FARS 1 & others • January - mid-term progress report due for those new to Brock • *April - University Graduate Conference (optional)* • Discuss thesis format (traditional vs. integrated article) options with advisor	• *May/June - Grad students meet with Grad Program director - program feedback session* • June - year-end progress report due • Before progress report is due, establish thesis committee (supervisor & 2 faculty); notify Grad Admin. Assistant • August - Advanced Study (1st essay due) • First meeting to discuss proposed thesis plans with committee
Year 2 - PhD		
Term 1 (Fall)	**Term 2 (Winter)**	**Term 3 (Spring/Summer)**
• *In-house conference; welcome dinner* • Course work - FARS II, & others • Apply for OGS - if needed	• Course work - FARS II & others • *April - University Graduate Conference (optional)*	• *May/June - Grad students meet with Grad Program Director - program feedback session* • June - year-end progress report due • August - Advanced Study (2nd essay due) • PhD thesis proposal - should be defended by spring of 2nd year

Year 3- PhD		
Term 1 (Fall)	**Term 2 (Winter)**	**Term 3 (Spring/Summer)**
• *In-house conference; welcome dinner* • Course work - FARS III & others	• Course work - FARS III & others • *April - University Graduate Conference (optional)*	• *May/June - Grad students meet with Grad Program Director - program feedback session* • June - year-end progress report due • August - Advanced Study (3rd paper due) • Second meeting to discuss proposed thesis plans with committee
Year 4 - PhD		
Term 1 (Fall)	**Term 2 (Winter)**	**Term 3 (Spring/Summer)**
• *In-house conference; welcome dinner* • Course work: all course work should be completed	• March 1 - Apply to graduate (Spring convocation) • Mid April - PhD thesis first draft to supervisor & GPD • *April - University Graduate Conference (optional)*	• *May/June - Grad students meet with Grad Program Director - program feedback session* • June - year-end progress report due • June - complete thesis defence-draft - signed Thesis Approval Form submitted to Grad Admin Assistant • Advisor to notify GPD of 4-5 potential external examiners (include contact info & qualifications), and 3 Internal-Externals • Submit electronic copy of thesis to turnitin.com and Grad Admin Assistant • July 1 - Apply to graduate (Fall convocation) • Defend Aug. • After revisions are made and confirmed by advisor, conduct e-submission of thesis