Toronto Metropolitan University

Department of Psychology

GRADUATE HANDBOOK
Psychological Science
Sixth Edition, 2022-2023

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SECTION 1: INTRODUCTION

Acknowledgements

In 2011, the Department of Psychology formed a Graduate Handbook Committee to develop the second edition of this handbook. Through this process, the handbook received significant updates and additions. This included clarifying information relevant to students interested/enrolled in each of the graduate psychology streams. As a result, there are now two versions of the graduate handbook available, specific to either the Psychological Science or the Clinical Psychology field of study. The graduate handbook committees have included faculty members and graduate students. Thanks to all of you!

Our Graduate Program

Launched in the fall of 2007, our program offers students the opportunity to study in either Clinical Psychology or Psychological Science. The graduate program in Psychological Science offers an innovative curriculum that combines training in basic and applied research. Trained and recruited from top universities in Canada, the United States, and around the world, the core faculty bring a rigorous and student-centered approach to scientific training. Based in a department known for its experiential and career-focused learning, the program takes advantage of its downtown Toronto location that includes proximity to major sites for practicum training and collaborative research, and offers students access to world-class training opportunities. Each year, the graduate program receives between 300 and over 650 applications for 16 spots (8 Psychological Science, 8 Clinical).

Psychological Science Mission Statement

The Psychological Science program operates under the overall mission of Toronto Metropolitan University:

The special mission of Toronto Metropolitan University is the advancement of applied knowledge and research to address societal need, and the provision of programs of study that provide a balance between theory and application and that prepare students for careers in professional and quasi-professional fields. As a leading centre for applied education, Toronto Metropolitan University is recognized for the excellence of its teaching, the relevance of its curriculum, the success of its students in achieving their academic and career objectives, the quality of its scholarship, research and creative activity, and its commitment to accessibility, lifelong learning, and involvement in the broader community.

The mission of our graduate program in Psychological Science is consistent with the mission of Toronto Metropolitan University in its emphasis on (1) the integration of basic and applied knowledge; and (2) knowledge translation and dissemination, striking a balance between theory and application.

<p align="center">**Psychological Science Program Goals and Objectives**</p>

Consistent with this mission, our goals for students in our program are as follows:

1) To acquire breadth and depth of knowledge in psychological science, with a lifelong commitment to pursuing this knowledge

Objectives:
- Demonstrate deep knowledge in a research area within psychology
- Demonstrate broad knowledge of psychology and its subfields
- Demonstrate an understanding of the history of psychology
- Demonstrate critical awareness of major current issues in psychological science

2) To develop skills in the design, implementation, and critique of empirical research

Objectives:
- Develop ability to critically analyze and synthesize research literature
- Develop original research questions and generate theoretically motivated hypotheses
- Demonstrate awareness and mastery of multiple research methods, tools and instruments
- Demonstrate data-analytic proficiency, including quantitative methods
- Demonstrate competence in implementing independent research relevant to psychological science

3) To develop professional capacity and autonomy

Objectives:
- Demonstrate knowledge and use of ethical and professional standards in academic settings
- Cultivate productive and collegial working relationships (e.g., peers, supervisors, mentees, research collaborators, other professionals)
- Develop professional skills in knowledge dissemination, grant writing, professional networking

Areas of Research Focus within the Department

There are four core research areas in Psychological Science:

1. Applied Cognitive Neuroscience
2. Community and Health Psychology
3. Lifespan Development
4. Social Psychology

Although students generally identify primarily with one core research area, the department is committed to an integrated model of training that ensures cross-connections between subfields of Psychology. The research interests of our faculty overlap, and there is much collaboration among faculty members and students.

In an attempt to promote collaboration and learning opportunities among the faculty and student members of our department, the department has several research interest groups that meet regularly:

1. Applied Cognitive Neuroscience (ACN)
2. Early Development Group Exchange (EDGE)
3. Aging Group Exchange (AGE)
4. Social Area Meeting (SAM)
5. Forensic Interest Group
6. Stress Research Interest Group

Organization of the Department

Chair of the Department	Dr. Martin Antony
Undergraduate Program Director	Dr. Kristin Vickers
Graduate Program Director	Dr. Todd Girard
Director of Clinical Training	Dr. Stephanie Cassin
Director of Psychological Science Training	Dr. Karl Szpunar

Psychology Graduate Students Association (PGSA)

The PGSA is your Association! We encourage you to get involved. The executive council works hard all year to bring you social as well as academic events and workshops. Among the favourites are the annual Holiday Party and the annual Psychology Research Symposium. We encourage you to get involved with the association, either as a member of the executive council or as a participant in the events!

Psychology Research Symposium: Every fall the PGSA puts together a Psychology Research Symposium. The goals of this half-day event are to showcase the outstanding research that our graduate students have been involved in during the past year, and to encourage the exchange of scholarly ideas among students and faculty members. Keep an eye out for the call for paper and poster submissions early in the fall term! More information about the PGSA can be found on the PGSA website, https://www.torontomu.ca/psychology/programs/graduate/psychology-graduate-students-association

PGSA Executive Council
(2022-2023)

President: Meena Rangan
Vice President: Sally Zheng
Secretary/Treasurer: Claudia Idzik
Communications Representative: Alison Carney
PhD Psychological Science Representative: Marni Goldstein
PhD Clinical Representative: Parky Lau
MA Psychological Science Representative: Aalim Makani
MA Clinical Representative: Stephanie Penta

Student Representatives for Committees
(2022-2023)

Graduate Program Council:
- Clinical MA: Stephanie Penta

- Psychological Science MA: Mica Pec
- Clinical PhD: Sofija Lavrinsek
- Psychological Science PhD: Roxy Dobrin-De Grace
- Clinical Program Committee Student Member: Lindsey Snaychuk
- Psychological Science Program Committee Student Member: Cassandra Skrotzki

Equity, Diversity, Inclusion, and Justice Committee

The psychology department Equity, Diversity, Inclusion, and Justice (EDIJ) standing committee is comprised of undergraduate and graduate students, staff, and faculty. The goal of this committee is to work together to support and advocate for equity, inclusion, and justice in all aspects of the Psychology department and programs.

Please visit the Diversity and Inclusion tab, https://www.torontomu.ca/psychology/diversity-and-inclusion/ for more information on related events, resources, scholarships and awards, departmental research, and members of the EDIJ committee.

The call for student members will go out at the end of August/early September. One student from the Psychological Science program will be invited to sit on the committee. However, there are other initiatives that the EDIJ pursues in collaboration with others in the department. If you are interested in being involved, please contact the Chair of the EDIJ. For 2022-2023, the Chair is Dr. Becky Choma.

The EDIJ, in partnership with other campus groups, will host EDI-related workshops and talks throughout the year. Watch your email inbox for more details.

SECTION 2: ORIENTATION TO THE UNIVERSITY AND THE PSYCHOLOGY DEPARTMENT

Things to Do Before Your First Week on Campus

1. **Set up your my.torontomu account:** Before you can set up your email, you need to create your my.torontomu account by visiting https://www.torontomu.ca/accounts/. In order to activate this account, you will need to fill in your name, student ID number, and date of birth. You will be notified when this account has been activated. Once your account is activated, you can visit http://my.torontomu.ca to access your D2L Brightspace and MyServiceHub accounts. D2L gives you online access to your courses, grades, and other important administrative information. MyServiceHub is a collection of online service functions, which allow you to view aspects of your academic, financial, and personal information. You can use MyServiceHub to update your contact information, manage your courses, order a progress report, apply for graduation, etc. You also apply for research ethics through your my.torontomu account.

   Through your my.torontomu.ca account, you are also able to access all of the forms required for the graduate program (e.g., Progress Reports). To access required forms, sign into http://my.torontomu.ca using your login credentials, go to "Apps" and "Google Drive." You should see a folder called "Psychology Graduate Forms." If you don't see this folder, please contact the Graduate Program Administrator.

2. **Set up your email:** new students will have one email address - a university Google account (in the format username@torontomu.ca) which gives you access to several Google services (Gmail, Drive, Calendar, Contacts) – more information is available here: https://www.torontomu.ca/google/.

   Students who enrolled prior to Fall 2019 have a second @psych email username, but this is forwarded to the Google account and Gmail.

3. **Set up your OneCard:** Because of COVID-19, the process to Get Your One Card has been modified (follow the link for details on how to apply online and when you can pick it up from the OneCard Office). Your OneCard is your official identification card bearing your photograph, signature, student number, library bar code, and status at Toronto Metropolitan University (i.e., graduate student). Your first card is issued to you free of charge. You should carry your ID card with you at all times as you are required to present it on request by university personnel. The University Photo ID is used for identification purposes within Toronto Metropolitan University including:

   - Evidence of registration
   - Participation in student activities (e.g., voting)
   - Athletic privileges at MAC (Mattamy Athletic Centre) and RAC (Recreation & Athletics Centre)
   - Identification for tests and examinations
   - Access to buildings on campus after hours, or if asked by University Security
   - Library privileges
   - You can also use the magnetic stripe on your Toronto Metropolitan University OneCard card to pay for meals, photocopying, laser printing, and vending machines on campus. You

can add money to your OneCard by visiting the OneCard office (basement floor of Jorgenson Hall).

Normally, to receive your OneCard, you are required to bring your official Toronto Metropolitan University validated fee statement/fees payment receipt and/or official timetable and/or Offer of Admission as well as two to three pieces of identification, one of which must be government-issued photo identification (e.g., Driver's License, Passport, Citizenship card, or photo OHIP card). No OneCard will be released without this information. For more information on the OneCard or where you can go to receive it, visit https://www.torontomu.ca/university-business-services/onecard/.

4. **Course Registration:** To register for courses, you will need to complete a Course Selection Form, which will be sent by email to you by the Program Administrator or Program Director. Course selection should be completed in consultation with your supervisor. Once you have selected your courses, you will need to have this form signed by yourself, your supervisor, and the Director of Psychological Science Training. The form should then be submitted to the Program Administrator. Once you have been successfully registered, your courses will appear in D2L. Choices of electives will generally be influenced by your research interests and areas in which you wish to receive more training.

For more information about courses and requirements, refer to the graduate calendar at https://www.torontomu.ca/graduate/calendar/programs-and-courses/psychology/

5. **Get Acquainted with the Campus!**

During the COVID-19 pandemic, students access to the Campus may change over the course of the Fall term (details available here: https://www.torontomu.ca/covid-19/).

Buildings you should pay particular attention to – see map on next page or click here for an interactive version: https://www.torontomu.ca/maps/:

- The Bookstore at 17 Gould Street (BKS)
- Jorgenson Hall at 380 Victoria Street (JOR): The Department of Psychology is located on the 9th floor with some offices on the 8th floor
- Library Building at 350 Victoria Street (LIB)
- South Bond Building at 105 Bond Street (SBB): The Psychology Research and Training Centre is located on the 1st and 2nd floor
- Student Campus Centre at 55 Gould Street (SCC): This is where you can purchase your Metro Pass among other services (https://www.tmustudentcentre.ca/)
- Student Learning Centre: Graduate student study space and bookable rooms on the 7th floor
- School of Graduate Studies office at 1 Dundas Street West (YDI): Located on 11th floor

Toronto Metropolitan University Campus Map

COLLEGE ST
GRENVILLE ST
ST LUKE LN
WOOD ST
MAC
CARLTON ST
MRS
WCB
CPK
YNG
GRANBY ST
McGILL ST
CUI
ELIZABETH AVE
LAPLANTE AVE
GERRARD ST WEST
GERRARD ST EAST
WALTON ST
JOR
KHN
MON
SHE
COP
GER
EPH
ARC
PIT
POD
KHW
KHE
RAC
UNIVERSITY AVE
BAY ST
ELM ST
SLC
LIB
KHS
GOULD ST
RCC
RCC
ILC
CHURCH ST
DALHOUSIE ST
JARVIS ST
GEORGE ST
PEMBROKE ST
EDWARD ST
BKS
PKG
AOB
DSQ
CED
IMA
RIC
HEI
ENG
MER
DAL
SID
CIV
VIC
BON
PRO
DCC
MUTUAL ST
DUNDAS ST WEST
DUNDAS ST EAST
TRS
YDI
HOM
BTS
SMH
SHUTER ST
ALBERT ST
Map is not to scale.

AOB Atrium on Bay
20 Dundas Street West
ARC Architecture Building
325 Church Street
BKS Campus Store
17 Gould Street
BND 114 Bond Street
BON 111 Bond Street
BTS Bell Trinity Square
483 Bay Street
CED The Chang School of
Continuing Education
(Heaslip House)
297 Victoria Street
CIS Creative Innovation Studio
110 Bond Street
CIV Civil Engineering Storage
106 Mutual Street
COP 101 Gerrard Street East
CPK Real Institute
(College Park)
424 Yonge Street
DAL 147 Dalhousie Street
CUI Centre for Urban Innovation
44 Gerrard Street East
DCC Daphne Cockwell Health
Sciences Complex
288 Church Street

DSQ Yonge-Dundas Square
10 Dundas Street East
ENG George Vari Engineering
and Computing Centre
245 Church Street
EPH Eric Palin Hall
87 Gerrard Street East
GER 111 Gerrard Street East
HEI School of Graphic
Communications
Management
(Heidelberg Centre)
125 Bond Street
HOM HOEM on Jarvis
186 Jarvis Street
ILC International Living /
Learning Centre
133 Mutual Street and
240 Jarvis Street
IMA School of Image Arts
122 Bond Street
JOR Jorgenson Hall
380 Victoria Street
KHE Kerr Hall East
340 Church Street
KHN Kerr Hall North
31 / 43 Gerrard Street East
KHS Kerr Hall South
40 / 50 / 60 Gould Street
KHW Kerr Hall West
379 Victoria Street

MAC Mattamy Athletic Centre
50 Carlton Street
MER Merchandise Building
159 Dalhousie Street
MON Civil Engineering Building
(Monetary Times)
341 Church Street
MRS MaRS Building
661 University Avenue
OAK Oakham House
63 Gould Street
OKF O'Keefe House
137 Bond Street
PIT Pitman Hall
160 Mutual Street
PKG Parking Garage
300 Victoria Street
POD Podium
350 Victoria Street
PRO 112 Bond Street
RAC Recreation and Athletics
Centre
40 / 50 Gould Street
Accessible entrance:
31 Gerrard Street East
RCC Rogers Communications
Centre
80 Gould Street
RIC Ryerson Image Centre
33 Gould Street
SBB South Bond Building

SCC Student Campus Centre
55 Gould Street
SHE Sally Horsfall Eaton Centre
for Studies in Community
Health
99 Gerrard Street East
SID School of Interior Design
302 Church Street
SLC Sheldon & Tracy Levy
Student Learning Centre
341 Yonge Street
SMH St. Michael's Hospital
209 Victoria Street
TRS Ted Rogers School of
Management
55 Dundas Street West
VIC Victoria Building
285 Victoria Street
WCB Women's College Bay
790 Bay Street
YDI Yonge-Dundas Intersection
1 Dundas St West
YNG 415 Yonge Street

— ServiceHub
— Security
— Café / Eatery
— Ryerson Theatre
— Lake Devo

6. **Purchase Your Books:** Your course instructors will notify you regarding which textbooks you will need for your first semester. You can purchase these books at the bookstore located at 17 Gould Street. Please use the following link to check when the bookstore is open; note that the bookstore encourages you to order your books online and have them shipped to you (https://campusstore.torontomu.ca/). Once you are on the website click the 'Textbooks' tab and proceed from there. For further information, contact the store administrator: (416) 979-5116

   To save some money, it is usually worthwhile for students to check to see if the books can be purchased for a cheaper price directly from the publisher or through popular online websites, such as Amazon (http://www.amazon.ca or http://www.amazon.com). Some publishers (e.g., Guilford Publications) have special offers for students to receive up to 50% off their books if purchased at the beginning of the semester. Check with the respective publisher to see if such a deal applies to any of the books you are purchasing. Some publishers also offer e-books online via sites such as Redshelf and VitalSource. It is also worth looking into buying used books through online textbook exchange websites. You can try Toronto University Student's Book Exchange (www.tusbe.com). You can also sell your used textbooks on these sites.

7. **Apply for a Teaching Assistantship (TA) (or called a GA, Graduate Assistantship):** Some of you may have been offered a guaranteed GA placement as part of your funding package. GA placements will be assigned shortly before the start of the semester. In addition, those of you who do not have a psychology GA placement in a particular semester may wish to apply for TA/GA positions in other departments to earn some extra money. As soon as the GA assignments have been made, you will be contacted by the Graduate Program Director and by Francesca Grillo (the Department Administrator; fgrillo@torontomu.ca) via email. Once the positions are finalized (pending final course enrollments), Francesca will let you know the details of your contract, such as who your supervisor will be, which course you have been assigned to by the department, how many GA hours have been allotted to you, and where you can go to officially apply for your assigned position. She will provide you with a website and a Posting ID number, which will be used to create your contract for the position. Information about applying for other TA/GA positions in Psychology or any other department within the Faculty of Arts will be distributed over email by the Department Administrator as these positions become available. In the Department of Psychology, priority for assigning GA positions is given to students without external funding.

8. **Sign GA Contract:** Once you have been assigned your GA position, Francesca Grillo will send an email that outlines the steps required to apply for, and later accept, the GA position online. You will need to provide Francesca with a void cheque or your banking information, as well as your date of birth and social insurance number. Francesca will submit timesheets on your behalf every Tuesday, and payday is every second Friday on a biweekly pay schedule. If you have any problems with your payments, you should visit the Human Resources Department (located at 1 Dundas Street West, 16th Floor). The Human Resources Department continues to work remotely but can be reached at: hr@toronto.ca. For more information, visit their website: https://www.torontomu.ca/human-resources/ Finally, as a GA, you become a member of the Canadian Union of Public Employees (CUPE), Local 3904, Unit 3 and your employment with the University is thus governed by a collective agreement; you should become familiar with your rights and responsibilities as outlined in this collective agreement. The first pay period tends to

occur 3 weeks after your first week of work. Note that University distinguishes between roles of TAs and GAs, though we often tend to use the term TA within the Department.

9. **Get Your Keys:** All necessary keys can be obtained through Carson Pun, Research Operations Coordinator. Keys to your own lab space will be provided during orientation, however, in order to have access to the common spaces in the PRTC at 105 Bond Street, you will need the CFB65 key. This will give you access to the graduate seminar room, computer lab, graduate student lounge, kitchen, multipurpose room, and research bookable rooms. Additional keys for testing or interview rooms are also obtained through Carson Pun. You may also require a key for the exterior doors on the 9th floor of Jorgenson, as these doors are typically locked in the evenings for security reasons. The same key gives you access to the printing and photocopying room at Jorgenson. If you happen to accidentally lock yourself out of your lab or the PRTC at 105 Bond Street, you can contact security to let you back in (416-979-5040 or by dialing 5040 from any University telephone). Please note that security will ask you if you have contacted the Chair of the department to grant you access before coming to let you in. It is always suggested to have a piece of identification (student card preferable) when contacting Campus Security. It is also recommended that you exchange contact numbers with your labmates, as they can be helpful in letting you in when locked out. Your University OneCard can be used to access the South Bond Building after hours and on weekends. Contact Carson Pun (carson.pun@torontomu.ca) to set up OneCard access.

10. **Buy Parking Permit and/or Metropass:**

    Parking Permit: There are four parking lots available for students, faculty and staff parking. The International Living Learning Centre (ILLC) Garage is the main garage for student parking permit holders. It is located at 240 Jarvis Street, on the west side of Jarvis Street between Gerrard and Dundas Streets. Daily parking is available at the Bookstore Garage (300 Victoria Street, on the west side of Victoria Street, between Dundas and Gould Streets), and the Pitman Hall Garage (160 Mutual Street, on the west side of Mutual Street between Gerrard and Gould Streets). Student permit parking and daily parking is also available at the 202 Jarvis Street Lot (located between Mutual Street and Jarvis Street at Dundas Street), the Bookstore Garage, and the Pitman Hall Student Residence Garage.

    Student permits are sold for the 8-month academic year (September - April). They are also available in a 4-month package (September – December for the Fall, and January – April for the Winter). This permit can be used 7 days per week, with no restrictions. Applications are available in mid-August on a first come first serve basis. Applications can be submitted electronically at the following website. For further information, contact the University Business Services by email: ruparking@torontomu.ca

    Metropass: In the past, students, staff, and faculty were eligible to receive the Students' Union (RSU) discount on purchases of a TTC pass. Typically, these passes can be obtained through the RSU Member Services Office in the Student Centre (SCC) lobby, 55 Gould Street. Students are required to show their OneCard student ID in order to be eligible for the discount. Passes go on sale starting the 20th of every month until they are sold out or until the 10th day of the following month, whichever comes first). The Member Services Office accepts cash or debit card as payment

only (no credit cards accepted). Prices are subject to change at any time by the TTC. You can contact the RSU at info@rsuonline.ca to confirm that they are selling these passes this year.

Hours of Operation: Monday – Friday: 10:00 am until 6:00 pm; 416-979-5255; https://www.rsuonline.ca/contact-us/

<center>**Relevant Orientations and Training Sessions**</center>

Department of Psychology Orientation for New Graduate Students (mandatory): This orientation, organized by the Graduate Program Director, provides information about a wide range of topics and is required for all incoming students in the Department.

Psychological Science Orientation for New Graduate Students (mandatory): This orientation, organized by the Director of Psychological Science Training, provides information about topics specific to the Psychological Science Program, and is required for all incoming Psychological Science students in the Department.

School of Graduate Studies Orientation for New Graduate Students (highly recommended): This orientation is for all new graduate students across the University.

Faculty of Arts TA/GA Orientation and training (required for new TA/GAs): The Faculty of Arts hosts TA/GA training workshops for TA/Gas working in the Faculty of Arts. The latest CUPE 3 collective agreement (2021-2024) requires that this orientation is mandatory for new TA/Gas/ New TA/Gas will be paid for their time at this orientation. The Department of Psychology strongly encourages ALL students who have TA positions to attend the orientation, especially if not in the past.

Centre for Excellence in Learning and Teaching TA/GA Orientation (highly recommended): The Learning and Teaching Office (LTO) hosts TA/GA Orientation and Training that is not mandatory but highly recommended (see https://www.torontomu.ca/learning-teaching/ta-ga/ for more information).

Online TA/GA training modules (required for new TA/Gas): New TA/Gas are required to undertake mandatory online training that including, Accessibility for Ontarians with Disabilities Act (AODA), Workplace Violence Prevention and Response, Access to Information and Protection of Privacy, Environmental Health and Safety, and Workplace Hazardous Materials Information System (WHMIS). New TA/GAs will be paid for 4h of work to complete these modules.

Training Sessions for Funding Applications (highly recommended): Each September the Department of Psychology, Faculty of Arts, and/or the Yeates School of Graduate Studies (YSGS) offer training sessions on how to apply for external funding. Plan to attend one or more of these sessions, if possible.

Dates for the 2022-3 sessions were sent out with the list of Important Events from the Graduate Program Administrator. Reminders will also be sent accordingly.

<p style="text-align: center">**Support in Psychology**</p>

Psychology Administrative Team

Alicia VanDeWeghe
Alicia VanDeWeghe is the Graduate Program Administrator for Psychology. In this role, she coordinates admissions, registers students for each term, and manages other administrative processes such as progress reports, programs of study, and annual evaluations. Alicia also provides support for funding applications and helps with the promotion and marketing of the Psychology department. Within this context, Alicia is the main contact for graduate students in the program.
JOR901, 416-979-5000 ext. 552178
psychgrad@torontomu.ca

Paul Thorne
Paul Thorne is the Undergraduate Program Administrator for Psychology. Paul provides support for the undergraduate psychology program.
JOR941, 416-979-5000 ext. 556193
psychundergrad@toronto.ca

Francesca Grillo
Francesca Grillo is the Department Administrator. She provides support to the Chair and to the Department in many important areas, including coordinating TA/GA assignments, managing financial accounts, and hiring.
JOR940, 416-979-5000 ext. 557047
fgrillo@torontomu.ca

Carson Pun
Carson Pun is the Research Operations Administrator. He provides support for Psychology labs, encodes OneCards as access cards, and issues keys for labs and the TA room.
SBB205, 416-979-5000 ext. 552367
carson.pun@torontomu.ca

Psychology Department Information Technology Support

Carson Pun provides in-house IT support for the psychology labs. He sets up the computers and printers in the psychology labs and offices, and answers IT-related questions and concerns. Additionally, Carson often acts as a liaison to the Faculty of Arts IT team. Carson can be found in SBB205 or he can be reached at carson.pun@torontomu.ca or at 416-979-5000 ext. 552367. If you have an IT related concern, Carson is a good first line of response.

Faculty of Arts Information Technology Support

The Faculty of Arts has its own IT support team. They purchase and set up computers for faculty offices and labs within the Faculty of Arts. Questions can be addressed to the Arts IT Helpdesk at help@arts.torontomu.ca or 416-979-5000, ext. 552723, but we generally recommend that your IT requests go through your advisor, another faculty member, or a psychology staff person, depending on the nature of the request.

Computing and Communication Services

Computing and Communication Services (CCS) offers support and information regarding the computing and communications needs of the university community. Questions related to wireless internet, university email, lab and RAMSS accounts, computer labs, printing and virtual printing, and general technical support may be directed here. Need to borrow media-related equipment? Digital, audio, video, projection, and other sources of media equipment are available through CCS. They also offer various free software packages for your personal computer or laptop. CCS also provides access to licensed software applications via Virtual Applications (Vapps). To access this information students must log on to the virtual application website using their my.torontomu username and password. The site provides a list of free software provided by the University.
416-416-979-5000, ext. 556840
https://www.torontomu.ca/ccs/
https://vapps.torontomu.ca

How to configure your wireless connection: You can connect to the TMU-Secure network, University's Wireless Network, almost everywhere on campus. You will need your my.torontomu username and password to login. You may see other available wireless networks, such as the Arts network or the University WEP network, but the TMU-Secure network is the preferred and most secure network. For more information, visit https://www.torontomu.ca/ccs/services/connections/on-campus/wireless/how/

<center>**Psychology Research and Meeting Space**</center>

Research Space

    The primary research space for the Department is located at the Psychology Research and Training Centre (PRTC), on the first and second floors of the South Bond Building (105 Bond Street). This includes the Institute for Stress and Wellbeing Research, a facility dedicated for researchers to study the psychological and physiological aspects of stress. The Institute is equipped with state-of-the-art research technology including brain imaging technology (EEG and fNIRS, respectively), psychophysiology recording equipment, and head mounted virtual reality systems.

    Note regarding long distance phone calls: The University charges the Department a very high per minute rate for long distance phone calls. Therefore, faculty and students are discouraged from calling long distance on University lines, if at all possible (even for research-related conversations). Instead, many faculty and students use phone cards (an option used by at least one faculty member is the "first choice card," available at www.ontariophonecards.ca).

TA/GA Meeting Space

    TAs/GAs may use POD-375 for meetings and holding office hours with undergraduate students. Your OneCard should be programmed to provide access to POD-375. If it isn't, please contact Carson Pun to arrange access. POD-375 can be booked through our online room-booking service. Note that TAs/GAs may not meet with undergraduate students at the Psychology Research and Training Centre.

Graduate Student Space

    Graduate students also have access to 111 Gerrard St (GER). GER206D is a bookable seminar room that can accommodate approximately 25-30 people. This space can be booked through any of the psychology administrative staff. This is another space that may be used by TAs to meet with their undergraduate students. There is also a non-bookable graduate work room on the first floor. Note that 111 Gerrard is locked and therefore you must use your activated University ID card to gain access. Students can also book the SBB Lounge via the online booking system (note that SBB cannot be used for TA meetings): https://psychlabs.skedda.com

    The fourth floor of the library contains additional graduate student space. This includes LIB490, the graduate reading room (accessed with your activated University ID); LIB498B, a seminar room that may be used for group meetings; and LIB498C, the grad studies lounge. There is also dedicated meeting and study space, including bookable rooms, for graduate students on the seventh floor of the Student Learning Centre.

Student Facilities and Services

Indigenous Student Services

A supportive environment for all Indigenous students where academic excellence is promoted, balanced with traditional teachings and culture.
KHW-389, 416-979-5000 ext. 556681
https://www.torontomu.ca/aboriginal/

Bookstore

The University bookstore carries a wide variety of books, from the latest paperback and hardcover releases to an extensive range of reference and handbooks in psychology, computers, engineering, architecture, interior design, fashion, and other subjects. The bookstore also carries an extensive range of art, drafting, computer, and stationery supplies. You will also find the latest in university swag (from T-shirts to leather jackets), gifts, school rings, greeting cards, knapsacks, and many other items. The bookstore also has a used book buy-back service.
https://campusstore.torontomu.ca

Computer Labs

Three general-purpose teaching and drop-in computer labs are located at KHW71C, KHW377, KHW379 and LIB393. Three general-purpose drop-in only labs are found at LIB386L, KHW71F and KHW71. Other general purpose drop-in systems are dispersed throughout the library (near the elevators) on floors 5 to 10. Printing is available at all locations, though fees apply.

Centre for Student Development and Counselling

Personal Counselling

The Centre for Student Development and Counselling (CSDC) provides free individual counselling for a variety of issues (e.g., stress, anxiety, depression), as well as all types of crisis intervention. Note that the CSDC is also a practicum site for our Clinical Psychology students. Thus, in the interest of privacy and confidentiality, arrangements have been made for psychology graduate students to seek services outside of the central CSDC. When booking a triage appointment for counselling in the CSDC, call 416-979-5195. Please identify yourself as a graduate student from the Psychology Department and ask that your triage appointment be with a counsellor who is not situated in "core" (the central Counselling Centre). Specifically, clarify that you should not be assigned to a practicum student, an intern or Dr. Diana Brecher (adjunct faculty in the Psychology Department). The CSDC has several other counsellors located in various buildings across campus who you will be able to see instead.

Please note, in order to avoid any potential dual relationships or conflicts of interest, the CSDC recommends that you do not seek services from them if you intend to apply to train as a practicum student at the CSDC in the future and are concerned about possibly encountering your therapist at the CSDC (e.g., at team meetings, etc.). Graduate students who are interested in referrals outside of the University are encouraged to check out Dr. Martin Antony's referral list for anxiety, depression, and related conditions: http://martinantony.com/resources/anxiety-referrals/. Students have access to $1000 of Greenshield insurance for psychotherapy.

In addition to the Counselling Centre, the following services are also available, as suggested by the Counselling Centre (these might be particularly useful for students doing practicum placements at the Counselling Centre):

 1. Keep Me Safe:

 CSDC recently partnered with Keep Me Safe through which students can access video counselling in a brief model. This new partnership provides a resource that Psychology graduate students can access right away.

 Keep.meSAFE is an innovative Student Support Program (SSP) helping students by promoting early intervention and 24/7 access to mental health support. Students are connected to linguistically and culturally matched licensed clinicians for brief therapy.

 Students can access 24/7 mobile counselling or crisis support with Keep.meSAFE using the My SSP app. The My SSP app is available at the Apple Store or Google Play. Keep.meSAFE can also be accessed by calling 1-844-451-9700 or at [KeepMeSafe](#).

 2. *Toronto Metropolitan University Safe House*

 Facilitated by the Counselling Centre, the [Toronto Metropolitan University Safe House](#) offers services for students who are at immediate risk of physical, sexual, or emotional abuse or who are fleeing unsafe or intolerable living conditions.

Mental Health and Wellbeing Group (MHWBG)
 The mental health and wellbeing group is organized by Clinical and Psychological Science graduate students in the Psychology Department. The purpose of the group is to improve the graduate student experience, specifically with regards to students' quality of life and wellbeing. The MHWBG has put on a number of events over the years to promote mental health awareness and well-being among students, including a one-day information booth on mental health awareness for Psychology month, lectures on various topics relevant to the wellbeing of students, a five-person panel discussion on the winding path to becoming a working professional in psychology, and free students' activities such as mindfulness meditation. The MHWBG surveys graduate students regarding their graduate school experience to examine students' needs and identify areas of strength and improvement in our graduate Psychology program. Membership to this student-run group is open to all our Psychology graduate students.

Discrimination and Harassment Prevention Services
 The office administers Toronto Metropolitan University's Discrimination and Harassment Prevention Policy and Procedures. The policy is based on the Ontario Human Rights Code, which provides equal treatment without discrimination on the basis of race, ethnic origin, family status, citizenship, colour, disability, sexual orientation, and other forms of discrimination.
 POD-254A, 416-979-5349
 https://www.torontomu.ca/equity/

English Language Support

For students whose first language of academic study is not English.
VIC-B15, 416-979-5000, ext. 554064 or see their [website](#).

Health Centre

The Health Centre is a medical clinic serving the students, staff and faculty of Toronto Metropolitan University as well as other members of the community who need medical assistance. Most visits are covered by extended health care plans. Appointments are preferred.
KHW-181, 416-979-5070 or see their [website](#).

Health Promotion

The Health Promotion Unit consists of a Health Promotion Programs Coordinator, peer health promoters, placement students, and volunteers. They are dedicated to promoting the health and well-being of university students by providing current and relevant health information about topics including sexual health, nutrition, smoking cessation, and drugs and alcohol.
https://www.torontomu.ca/student-wellbeing/healthpromotion/

International Services for Students

The centre provides services, programs, and special events for international students.
POD-61, 416-979-5000, ext. 556655
https://www.torontomu.ca/international/student-support/

Laptop Loans

The library has 65 laptops available for loan from the circulation desk. Laptops may be borrowed for a 4-hour period during the hours that the library is open. Students with a valid library card and a piece of photo ID who are library users in good standing (i.e., no outstanding fines or liabilities over $20.00) may borrow a laptop. The Library has laptops, including Macs, available for loan from the Circulation Desk. The first time you borrow a laptop, you will need to complete and submit an online Laptop Loan Agreement Form. For more information, check out this [website](#). Laptops can also be borrowed directly from Carson Pun.

Library

The library's entrance is located on the second floor of the library building at 350 Victoria Street. The Ronald D. Besse Information and Learning Commons on the 2nd floor provides access to approximately 140 computer workstations for student use, and also houses the Commons Learning Lab for library instruction, the Geospatial, Map and Data Centre, the Writing Centre, and the Audio-Visual Collections of the Library. For assistance with research or general information, inquire at the reference desk on the second floor.
416-979-5055
https://library.torontomu.ca

Photocopying

A photocopier is available in the research lab space at 105 Bond Street or on the 2nd and 5th floor of the Library. To copy, you will need to have funds available on your OneCard. Funds can be loaded onto your card on the 5th floor of the Library at the Card Value Centre (CVC) located near the photocopy machines, as well as on the 2nd floor by the exit and by the photocopier. A number of copiers on the 5th floor also take coins. Copy cards for the use of the copiers are also available; they

cost $5 and are available from the card dispenser on the 2nd and 5th floor, or from the One-Card Office. Printing costs $0.10 per page.

CopyRITE, operated by the RSU, provides full service for colour or black & white copies and printing, transparencies, binding, laminating, laser printing, faxing, word processing, resumes, scanning, and graphic design. CopyRite is located at the Student Campus Centre, room SCCB03 (basement), 55 Gould Street, 416-979-5264.

Other facilities are available on or near campus with photocopying services. For example, Pro Digital Copy is located next to the labs on Bond Street, and Victoria Copy and Printing is less than one block away. Staples is located on the corner of University Ave. and Dundas St. for printing services and general office supplies.

Printing Posters

Graduate students often need to print posters for conference presentations and other departmental activities. There are many places close to campus that provide this service. The following are a few suggestions:

1. CopyRITE printing service: Student owned and operated printing service on the Toronto Metropolitan University Campus. It can be found in the basement of the Student Union building, SCC-B03. They can be reached at 416-979-5264 or copyrite@rsuonline.ca. Their website is https://www.rsuonline.ca/services/copyrite/
2. Victoria Copy and Printing: Located at 66 Dundas Street East, between Bond and Victoria. They can be reached at 416-977-9083.
3. UTPoster (fabric posters available). Located at 339 Bloor St. West, 2nd Floor, Room 215. They can be reached at 416-786-8866 or order@utposter.com
4. Sherwood Digital Copy & Print. Located at 165 Dalhousie St, between Church and Dundas and behind the Toronto Metropolitan University Engineering Building. They can be reached at 1-866-407-7468 (ext. 107) or church@sherwoodcopy.com

Sports and Recreation

Recreation

Toronto Metropolitan University is home to two athletics centres that all students may join. Access to the fitness centres is free for students. Some fees may apply for other sports or recreational activities.

The Recreation and Athletics Centre (RAC)
RAC has 6 gyms, 1 pool, 4 squash courts, a running track and a fully supervised fitness centre. All students may join. Some fees will apply.
RAC, 416-979-5096

The Mattamy Athletics Centre (MAC)
The MAC has a fitness centre as well as an NHL sized ice rink, a multi-purpose court, and two fitness studios.
MAC, 416-598-5966

Intramurals

Over 2,300 students participate in 11 different intramural leagues. Season begins in September (see COVID-19 guidelines from the university as these are changing continually).
RAC, 416-979-5000 ext. 557360
https://www.torontomu.ca/recreation/programs/intramural-sports/

Instructional Programs
Classes offered in aerobics, aquatics, squash, dance, fencing, yoga and more. Professional certification courses are also available.
RAC, 416-979-5096
https://www.torontomu.ca/recreation/programs/instructional-classes/

Interuniversity Teams
The University competes in 7 sports against all Ontario universities. These include men's and women's badminton, basketball, fencing, hockey, soccer, volleyball, women's figure skating. There are also several competitive clubs.
KHW-274, 416-979-5000 ext. 555340
For more information about sports and recreation, see: https://www.torontomu.ca/recreation/

Toronto Sport and Social Club
A citywide recreational sports league. Members can join as an individual or a team to compete in a wide array of sports. Graduate students have created teams to take part in sports including soccer and softball, so ask around!
http://www.torontossc.com

Student Learning Centre (SLC)
The SLC's mission is to provide students with dedicated new spaces to study, collaborate, share ideas, and learn outside the classroom. The SLC has bookable space including group study rooms, the Amphitheatre, and seminar rooms. There is dedicated study space and bookable rooms for graduate students on the 7th floor.
Student Learning Centre – 341 Yonge St.
http://slc.blog.torontomu.ca

Student Learning Support
Student Learning support is a group of services that provides support for students with disabilities, including both physical and academic areas of need (Academic Accommodation Support, formerly the Access Centre). Student Learning Support also has workshops and services to support students with English as a second language, graduate students, and students looking for help with math, writing, or study skills support. Students may also request help with document preparation such as personal statements, resumes, and standardized test preparation.
4th floor of the Student Learning Centre, 416-979-5290 (Academic Accommodation Support), 416-598-5978 (Student Learning Support Main Reception)
Test/Exam Centre: Victoria Building, 285 Victoria Street, Lower Level (B15), 416-979-5000, ext. 557932
https://www.torontomu.ca/student-life-and-learning/learning-support/

Writing Centre

The Writing Centre's mission is to work with students from all disciplines and all faculties to enhance effective writing skills. Tutors will work with students to develop and strengthen their writing skills by focusing on structural development, grammatical proficiency, and academic referencing techniques.

LIB-272B, 416-979-5000 ext. 557192

https://www.torontomu.ca/student-life-and-learning/learning-support/writing-support/

Health Coverage

As a full-time student you are automatically covered by the new Graduate Students' Union (XGSU) Members' Health and Dental Plan (part-time graduate students may opt-in). The plan offers extended health and dental insurance coverage for one year, from September 1 through August 31 of each year. Please check in with the XGSU and hold onto your receipts for claims until further instruction.

Health coverage in Canada and Ontario
>	For Canadian citizens and landed immigrants, health care is free in Ontario. Out-of-country graduate students will need to purchase health care coverage through Toronto Metropolitan University. If you are not currently an Ontario resident, there is a 3-month waiting period before you can apply for your Ontario Health Insurance Program (OHIP) card. Information about where to apply for your OHIP card as well as PDF forms to apply can be obtained here:
>	http://www.health.gov.on.ca/en/public/programs/ohip/

What is covered by the XGSU Members' Health and Dental plan?
>	Health* insurance benefits include: 80% for prescription drugs, 100% contraceptive drugs, 65% HPV vaccine, up to $3,000 per benefit year for all prescription drugs combined. $500 for massage therapy, $250 for speech language pathology, $1000 for psychology, counselling, or social work, chiropractic care ($15 per treatment up to 20 visits per year), $300 for osteopath treatments ($20 per visit), $250 for naturopath treatments, $300 for podiatrist/chiropodists/acupuncturist treatments ($20 per visit), $240 for physiotherapy (limited to $55 per visit), $175 every two years for prescription contact lenses or glasses, $75 every 2 years for optometric eye exam, as well as coverage for orthotics/orthopaedic shoes and more.
>	For more detailed information regarding health plan coverage visit: https://xgsu.ca/health/
>
>	Basic dental* insurance benefits include: 80% for annual exam, 75% for extraction of 4 wisdom teeth, up to 4 dental scaling procedures. Dental benefits are subject to a maximum of $750 per benefit year.
>	For more detailed information regarding health plan coverage visit: https://xgsu.ca
>
>	*Plan details are subject to change

Details about the RSU Members' Health and Dental plan
>	The XGSU health and dental insurance carrier is Green Shield Canada. You can pick up a Green Shield I.D. Card at the SU's Member Services Office or download it from the SU site starting September at: https://xgsu.ca
>	Your Green Shield ID # is: GSU (your student ID #) -(please refer to the website for more information about this number. Some information was not yet available when this Handbook was updated).
>	For information on benefits and the full benefits booklet visit: https://www.greenshield.ca/en-ca/student-centre
>	For questions about coverage or claims, you can call the Green Shield Customer Service Centre at 1-888-711-1119.
>	Details subject to change - please check website for up-to-date information before submitting a claim: https://xgsu.ca You can also contact the XGSU at info@xgsu.ca.

How can I make claims?

Coverage begins Sept 1, 2021. Please hold on to any original receipts for covered health or dental expenses from September 1 onward. For details on making claims, please contact the XGSU: info@xgsu.ca.

How much does the RSU Members' Health and Dental Plan cost?

The 2022-2023 cost of the XGSU health and dental plan is a one-time annual fee of $650. You are automatically enrolled in this plan and the charge is shown on your tuition fee statement.

Can I opt out of my health coverage?

All full-time students with comparable extended health or dental insurance coverage with another plan may opt out of the XGSU's Member's Health and Dental Plan and receive a full refund. The deadline to opt out is October 2, 2021. In order to do so, you must email info@rgsu.ca.
More information about the process of opting out and the opt out deadline is available on the XGSU website: https://xgsu.ca/health/

Adding Coverage for Family Members?

Students who wish to add dependents (spouse, common-law partner, or children) to the Plan should contact the XGSU at info@xgsu.ca.

SECTION 3: GRADUATE PROGRAM REQUIREMENTS

As a reminder, you are able to access all of the forms required during your graduate training through your my.torontomu.ca account. To access any of the forms mentioned below (except where noted), sign into http://my.torontomu.ca using your login credentials, go to "Apps" and "Google Drive." You should see a folder called "Psychology Graduate Forms." If you don't see this folder, please contact the Graduate Program Administrator.

Research Training and Mentorship

<u>Working With Research Mentors</u>

Mentor Model. Students are admitted into the Psychology graduate program under the supervision of a specific faculty member who matches their research interests. This faculty member will serve as your graduate mentor, and will be able to advise you on your thesis/dissertation, your research development, and development of your professional career.

Talking to Your Mentor. As a graduate student, you should discuss expectations for training with your advisor, as well as frequency of supervision meetings and goals for each year. Your mentor is not only your thesis mentor, but is also a professional mentor. As such, you should talk to your advisor about appropriate courses for your training and other research and professional opportunities that you can undertake each year.

Switching Mentors. Although every graduate student enters the program under a specific mentor, a student may elect to change advisors at a later time. If you are in a situation in which you want to switch mentors, it is preferable that you first discuss this with your current mentor. If this is not possible, it is recommended that you speak with the Graduate Program Director about appropriate ways to proceed.

Working With More Than One Mentor. In some cases, it will be possible to work with more than one mentor. Although all students work with multiple faculty members over the course of their training (e.g., thesis supervisors, thesis committee members, practicum supervisors, course instructors, etc.), some students may elect to seek mentorship from more than one faculty member for a particular project, particularly if the project depends on expertise from more than one individual. In such cases, one mentor will be assigned the role of primary advisor and the other will serve as a co-supervisor or secondary advisor. It is recommended that you meet with both mentors periodically, and that the role of each mentor be clear.

Overview of Program Requirements

Note that not every course is offered annually. Required courses are typically offered every year or every other year, whereas electives vary each year and are typically offered on a rotating basis.

Enrolling in Courses

To enroll in courses, a Course Selection Form must be filled out during the summer before the beginning of the Fall term. Selection Forms are distributed to students via email during the summer term. Course Selection Forms must be signed by the student, the student's supervisor, and the Director of Psychological Science Training, and then returned to the Graduate Program Administrator by the indicated deadline.

Choosing Electives

Electives should be chosen in consultation with your thesis advisor, and should take into account your research interests and areas in which you wish to receive additional training. It should be noted that the electives offered change from year to year, and that not all research areas in the department are reflected in the course offerings in a given year. However, the department aims to distribute the electives in each research area over the years, in order to ensure that all fields are reflected.

Grades

At the Master's level, successful completion of courses requires a minimum grade of B-.
At the PhD level, successful completion of courses requires a minimum grade of B.

Master of Arts

To be awarded an MA in Psychology (Psychological Science), students must complete the following requirements over two years of study:

Course Code	Course Title	Timeline
PS 8101	Statistics and Research Design I	Fall of MA Year 1
PS 8102	Statistics and Research Design II	Winter of MA Year 1
PS 8201	Applied and Translational Research Methods	Fall of MA Year 1 or 2
PS 8203	Psychological Science Seminar I	MA Year 1 or 2
MA Elective 1		At least one elective should be completed during MA 1
MA Elective 2		

Course Code	Course Title	Timeline
PS 8202	Practicum in Psychological Science I	To be completed by August 31 of MA 2
Thesis		Completed by end of MA Year 2

Doctor of Philosophy

To be awarded a PhD in Psychology (Psychological Science) students must complete the following requirements:

Course Code	Course Title	Timeline
PS 9201	Professional Issues in Psychological Science	Fall of PhD Year 1 or 2
PS 9202	Practicum in Psychological Science II	Any time during the PhD
PS 9203	Psychological Science Seminar II	Complete by end of PhD3
PhD Elective 1		Complete by end of PhD3
PhD Elective 2		Complete by end of PhD3
Comprehensive Requirement		Complete by July 15 of PhD Year 1
Dissertation		Complete by August 31 at the end of the PhD

Course Descriptions

For descriptions of all required and elective courses, see the most recent Graduate Calendar at
https://www.torontomu.ca/graduate/calendar/programs-and-courses/psychology/.

<h2 align="center">Student Evaluations</h2>

At the beginning of graduate school at Toronto Metropolitan University, the student and supervisor complete a Student-Supervisor Checklist, which provides a guide for discussing mutual expectations between the graduate student and supervisor. This form is found at: https://www.torontomu.ca/content/dam/documentarymedia/PDFS/student_supervisor_checklist_2021.pdf Each term, students complete an online Progress Review. Deadlines for these reviews are in January (covering Fall term), May (covering Winter term), and September (covering Spring/Summer term). Exact deadline dates will be sent out to students by the Graduate Program Administrator. Through the Progress Review students summarize their progress during the term, including progress related to course work, research development, and professional development. Supervisors, students, and the Director of Psychological Science Training can all provide comments and must approve the content of the review.

<h2 align="center">Applying to the PhD Program</h2>

The application process for the PhD program is streamlined for our own MA students. MA students are required to apply for the PhD by the standard application deadline (in early December). Students will need to complete the online application form and pay the application fee. Admission to the PhD Program for internal applicants requires (pending formal approval by the Department):

1. Successful completion of all requirements for the MA degree
2. A minimum of an A- average across the MA years
3. Statement of Recommendation Form, completed and signed by the proposed PhD supervisor, indicating approval of the student being accepted into the PhD program

Questions about the application process can be addressed to the Graduate Program Administrator (psychgrad@toronto.ca).

<h2 align="center">Thesis Committees and Milestones</h2>

MA Thesis Supervisory Committee
The Supervisory Committee should be formed no later than March of the student's first year. Relevant forms are the departmental Thesis Supervisory Committee Guidelines, MA Supervisory Committee Approval Request Form, and the Thesis Proposal Approval Form. The thesis proposal and the Thesis Proposal Approval Form must be submitted to the Graduate Program Office by May 31 of MA Year 1.

MA Thesis Examining Committee
In consultation with the student, the Supervisory Committee will recommend to the Program Director the appointment of a Thesis Examining Committee. The Examining Committee will consist of:

1. The student's supervisor.
2. A Psychology faculty member who is a member of YSGS (typically from the student's Supervisory Committee)
3. A faculty member who is not involved in the student's research, but who is a member of YSGS (either in Psychology or in another department)

4. Upon request from the Program Director, the Dean of Graduate Studies may appoint an expert professional in the field of the thesis, or a Toronto Metropolitan University faculty member who is not a member of the School of Graduate Studies, to serve as fourth member of the Examining Committee. Supervisors should inform the Program Director if such a request is to be made.

5. Chair of the committee for the defense. The Chair is a nonvoting member of the committee unless their vote is needed to break a tie among other members of the committee. The Program Director or their designate will act as the Chair; typically it is the latter case and will be arranged by the Graduate Program Administrator.

The Program Director shall forward their recommendation regarding the composition of the Master's Thesis Examining Committee to the Dean for approval and appointment. When the committee is appointed, the supervisor will set the examination date. Policies and procedures for the MA Thesis Examination (defense) are located in the Psychology Graduate Forms folder on Google Drive. The last possible recommended date to defend is August 31 of MA Year 2. The final version of the thesis (with approved revisions) will be due to YSGS in early September. Failure to meet their submission date will mean that you cannot convocate/graduate in Fall and will prevent enrollment in the PhD program. While the maximum number of years may extend to MA3 in exceptional circumstances, consequences include lack of funding support, delayed progress, and may affect PhD acceptance.

PhD Dissertation Supervisory Committee

The doctoral Supervisory Committee should be formed no later than May 1 of the student's PhD 2 year.

PhD Dissertation Examining Committee

The Doctoral Examining Committee will comprise:

1. Chair, which is the Dean of YSGS or a designate. This member is non-voting except in cases of a tie.
2. The supervisor is a voting member.
3. Other member(s) of the supervisory committee.
4. A YSGS faculty member from within Psychology.
5. A YSGS faculty member from outside of Psychology (the "internal/external").
6. An External Examiner (outside of Toronto Metropolitan University). The External Examiner must be a recognized expert on the subject of the thesis and is normally a Full or Associate Professor at their home institution. They must also meet criteria of being "arm's length" from the candidate and supervisor.
7. An optional additional member that is approved by the Dean.

The minimum requirement is that all approvals and distribution must be completed a minimum of 6 weeks before the scheduled date of the examination. More information on the committee and timing of events is found in the "Instructions_PhD_Dissertation_Guidelines_and_Information PDF doc in the Shared Google Drive "Psychology Graduate Forms" folder, under "Thesis & Dissertation", and "PhD".

<h1 style="text-align:center">Comprehensive Paper Requirement</h1>

Please note that there is also a Comps FAQ you can consult. The FAQ will be reviewed by the Directors during the Comps Orientation session.

<u>Overview</u>

Students will be required to develop an original research question that they will address via a theoretical paper. The format of the paper should be modeled after articles published in top-tier psychology journals that publish review articles. In order to meet the Comprehensive Paper Requirement, students will be required to go well beyond a "standard" review of the literature to address the research question. For example, students may:

- Offer a critique of a leading theory
- Revise an existing theory
- Conduct a comprehensive review that integrates existing literatures in new ways or answers important questions that have not been addressed before in the literature
- Critique an existing methodology with proposals for innovation

Although students will not be required to submit their paper for publication in order to pass the Comprehensive Requirement, the paper will be evaluated for its potential to make a contribution to the literature, though not necessarily in a top-tier journal.

In order to meet the breadth requirement, the topic for the paper must not overlap substantially with the student's doctoral thesis research or MA thesis research. In addition, the content of the paper should not overlap substantially with papers submitted as part of graduate course work. The paper may relate to research conducted in other contexts (e.g., a research practicum). Topics must be approved by the Comprehensive Requirement Coordinator (Director of Psychological Science Training) and by the student's Comprehensive Requirement Committee before any work is undertaken.

Papers will typically range in length from 35 to 40 pages (double-spaced) before references, tables, figures, and illustrations, though the specific length and scope of the paper will be determined by the student's Comprehensive Requirement Committee.

All articles should be prepared according to guidelines in the current APA Publication Manual. As this is independent work towards degree requirements, assistance with the preparation of the paper <u>in any form</u> must be acknowledged and approved by the Comprehensive Requirement Committee and the Comprehensive Requirement Coordinator in advance.

<u>Process</u>

1. Formation of Committee: Students should form and meet with their Comprehensive Requirement Committee in the first term of PhD Year 1, after their general paper topic has been discussed with the Comprehensive Requirement Coordinator. The paper topic needs to be approved in writing by the student's Comprehensive Requirement Committee by Dec 15 of PhD Year 1 using the "Comprehensive Requirement Topic Approval Form."

2. Written Outline: Students will be required to submit a written outline for feedback from their committee by February 15 of PhD Year 1. The outline will typically range between 2 to 4 pages but no more than 5 (double-spaced) pages, not including references and any figures. Students will receive written feedback within 30 days of submission of the outline. Although students may continue to have verbal consultation with the committee after receiving this written feedback, there will be no further review of written materials prior to submission of the paper.

3. Submission of Paper: Students will be required to submit the completed paper by July 15 of PhD Year 1. Failure to submit the paper by this deadline will result in a letter placed in the student's file by the Comprehensive Requirement Coordinator formally noting that the paper has not been completed on time.

Feedback: Readers on the student's Comprehensive Requirement Committee will provide written feedback in the form of a letter (normally via email) to the student no later than August 31 of PhD Year 1. The letter from the committee will indicate that the Comprehensive Requirement has been marked either as a "Pass" or with a requirement to complete a "Major Revision".

   a) A "Pass" from the Comprehensive Requirement Committee indicates that the student has successfully completed the Comprehensive Requirement, and will be assigned a "Pass" on the Comprehensive Requirement Milestone on their academic transcript on RAMSS. This is the expected outcome for most students.
   b) A "Major Revision" means that the paper failed to meet the threshold for a pass. The "Major Revision" is intended to give the student an opportunity to bring the level of the paper up to a pass, without affecting their current academic standing. It should not be used simply to encourage improvements to a paper that has already met the threshold for a "pass".

4. Resubmission of Paper (if necessary): If the committee requests a "Major Revision", the student is required to address concerns raised by the committee and to resubmit the revised paper by November 15 of PhD Year 2. Failure to meet this deadline will result in a letter placed in the student's file by the Comprehensive Requirement Coordinator formally noting that the paper has not been resubmitted by the deadline. Note that if the paper is still not submitted by December 15 of PhD Year 2, then as a consequence, an "Unsatisfactory" grade (UNS) will be assigned to the Comprehensive Requirement Milestone on the student's academic transcript at the beginning of the Winter term of PhD Year 2.

Feedback: Readers on the student's Comprehensive Requirement Committee will provide written feedback to the student within 30 days of submission (by December 15 of PhD Year 2). This second letter from the committee will indicate that the Comprehensive Requirement has been marked either as a "Pass" or as a "Fail."

   a) A "Pass" at this stage indicates that the student has successfully completed the Comprehensive Requirement and will be assigned a "Pass" on the Comprehensive Requirement Milestone on their academic transcript on RAMSS.
   b) A "Fail" at this stage will result in an "Unsatisfactory" grade (UNS) assigned to the Comprehensive Requirement Milestone on the student's academic transcript at the

beginning of the Winter term of PhD Year 2. According to YSGS policy, a UNS on an academic milestone changes the student's academic standing at the beginning of the Winter term of PhD Year 2 to "Provisional," and a formal Provisional Plan of Study is required.

5. Final Submission of Paper (if necessary): If a "Fail" is indicated for the resubmitted paper (see section 4, above), the student will have one final opportunity to address the committee's concerns by resubmitting the paper by February 15 of PhD Year 2. Failure to resubmit by the agreed upon deadline is considered a "Fail."

Feedback: Readers on the student's comprehensive requirement committee will provide written feedback to the student by March 15 of PhD Year 2 (or within 30 days of submission). This third and final letter from the committee will indicate that the Comprehensive Requirement has been marked either as a "Pass" or as a "Fail."

a) A "Pass" indicates that the student has successfully completed the Comprehensive Requirement and a "Pass" will be assigned on the Comprehensive Requirement Milestone on their academic transcript on RAMSS.

b) A "Fail" indicates that the student will receive a second UNS on the Comprehensive Requirement Milestone, at the beginning of the Spring term of PhD Year 2. As a result of a second consecutive UNS, the student's academic standing at the beginning of the Spring term of PhD Year 2 will be "Withdrawn."

Note that the above dates may be altered in exceptional circumstances (e.g., medical, compassionate) but new deadlines must be discussed and agreed upon in writing by the Comprehensive Requirement Coordinator, Comprehensive Requirement Committee, and the student as soon as possible after becoming aware of the need for the delay.

<u>Faculty Roles</u>

Comprehensive Requirement Coordinators

The Director of Clinical Training and the Director of Psychological Science Training will serve as Comprehensive Requirement Coordinators for their respective areas. The Coordinator will:

1. Prepare and lead an organizational meeting (to be attended by PhD-1 students) between September 1 and September 15 of PhD Year 1. In the meeting, the Coordinator will provide an overview of the objectives of the Comprehensive Requirement and the steps involved.
2. Organize individual meetings with students by November 1 of PhD Year 1 to select topic areas.
3. Oversee the formation of the Comprehensive Requirement Committee for each student, to ensure that workload is similar across faculty and to ensure that students and comprehensive requirement committees are appropriately matched (e.g., based on the faculty's expertise in the topic area). One of the two readers should have expertise or familiarity with the student's topic area.
4. Track submissions and adherence to deadlines and will be responsible for written notices of any deviation from dates outlined in this policy.

Comprehensive Requirement Committee

Each student will have a committee that consists of two readers. Readers typically will be members of YSGS (either full-time faculty or adjunct faculty) but in exceptional circumstances other readers may be approved by the Comprehensive Requirement Coordinator. At least one member of the committee must be a full-time member of the Department of Psychology. In consultation with the Comprehensive Requirement Coordinator, each student will suggest possible readers. The Coordinator may also offer suggestions for readers. The Coordinator will make the final decision in the selection of Committee members, and will contact potential readers to ask if they would be willing to serve on committees (students may also contact potential readers, if delegated by the coordinator to do so).

Full-time faculty will typically be expected to serve as readers on a minimum of two comprehensive requirement committees per year. Thesis advisors cannot serve as a reader for their own students. Service will generally be limited to a maximum of four committees per faculty to ensure that readers are not overloaded. Once the committees are formed, students will meet with their readers to discuss the comprehensive requirement topic. Students must obtain topic approval from their comprehensive requirement committee in writing by December 15 of Year 1 of the PhD. There is a standard form for this purpose.

Feedback from readers on student work is normally expected within 30 days, except during Summer and December Holidays when the timeline for this feedback may be extended by up to 2 weeks.

There is a Comps FAQ document located in the psychology shared Google Drive that also addresses several questions about Comps, including when and how many times you can contact your readers, what to do if your topic changes, who you can talk to about your Comps, etc.

<center>**Graduate Student Appeals and Remediation Training Plans**</center>

<u>Student Appeals, Complaints, or Concerns</u>

Please note that until restrictions are changed for on-campus access, all student appeals are being conducted online: https://www.torontomu.ca/senate/appeals/

All students have the right to appeal their final grades, academic standing, or both. The Program's appeal policy is outlined in Policy 152 of the university's Academic Senate, which can be found at https://www.rsuonline.ca/services/academic-advocacy/policy-guidance/. Policy 152 details the procedures for graduate students who wish to initiate an appeal concerning either a course grade or academic standing. Acceptable grounds for appealing a course grade include: (a) prejudice; (2) medical; (3) compassionate; (4) course management; and (5) procedural error. If a student wishes to initiate an appeal based on claims of prejudice, the student must consult the Discrimination and Harassment Prevention Office. The Office will do an assessment and make a recommendation to the Graduate Program Director before the appeal proceeds. The Office will also determine whether there are sufficient grounds for an appeal. If it is determined that there are insufficient grounds, the appeal may go forward on the grounds of Course Management.

Academic Appeals may be made at three levels: the program level, the Yeates School of Graduate Studies level, and the Senate level (i.e., to the Senate Appeals Committee). The Policy outlines for students the process for initiating an appeal at each level, directs students to where they will find the particular forms and instructions for each level, the deadlines for making an appeal, and the process by which the decision is made and communicated to the student.

If a student wishes to appeal a grade, they should first speak with the instructor informally to attempt to resolve the issue. This should be done as soon as possible after the circumstances arise. However, there may be some situations in which the student is not able to discuss the matter with the instructor, in which case, the student would speak with the Graduate Program Director. If, after speaking with the instructor, the issue is not resolved, the student would bring the matter to the Graduate Program Director for assistance if they wish to pursue the matter further before initiating a formal appeal. The program must respond to the student within 10 working days of receipt of the appeal whether the appeal was granted or denied (in whole or in part). If the issue is not resolved at the program level, the student may file an appeal with the Yeates School of Graduate Studies. This should be done within 10 working days of receiving the decision at the Program level.

The Assistant Registrar, Graduate Studies, will then forward the appeal to the respondent, who has 5 days to respond. A Hearing Panel of the Yeates School of Graduate Studies Appeals Committee will be established to review the material, hear the appeal, make a decision, and communicate the decision to the student in writing, stating clearly the basis on which the decision was reached. At this level, the student may bring one representative or advocate, including legal counsel.

If the student wishes to make an appeal to the Senate level, the student must submit the appeal to the Secretary of Senate within 10 working days of receipt of the Yeates School of Graduate Studies-level response. The Secretary of Senate will establish a Panel of the Senate Appeals Committee to hear the appeal and make and communicate the decision in writing to the student. Decisions of Appeals made at this level are considered final.

<u>Remediation Training Plans</u>

The majority of student difficulties are managed on an informal basis. The Progress Report Form is jointly completed between each graduate student and the student's primary research supervisor three times each year to report on progress in the areas of research, course work, practica, and professional development. In addition, practicum supervisors complete the Evaluation of Practicum Student Form at the end of each practicum. These forms are signed by the student, the student's research/practicum supervisor, and the Director of Psychological Science Training, and serve as formal means of feedback to students about any concerns about their performance. These methods include recommendations to address any outstanding issues over the reporting period. For example, a supervising faculty member may request that the student reduce problem behaviours (e.g., not meeting deadlines) or increase desirable behaviours (e.g., scheduling time to write up the thesis), and provide specific remedies or suggestions to correct any issues. A timeline for correcting any problems also is provided. It is expected that any issue raised in a progress report would also have been discussed with the student prior to these formal methods of feedback so that the student is aware of and fully informed of the Program's concerns.

If these informal methods of performance appraisal do not lead to improvements in the given problem area(s), or a problem is of a more acute or serious nature, a more formal procedure is implemented to address the concern. The first step in developing a remediation plan is to identify and define the more serious or ongoing problematic behaviour. These problematic behaviours are ones that interfere with the student's professional functioning and may involve:

- An inability or unwillingness to acquire and integrate professional standards into one's repertoire of academic or professional behaviour
- An inability to acquire academic or professional skills in order to reach an acceptable level of competency
- An inability to manage personal stress, strong emotional reactions, or psychological dysfunction that interferes with academic or professional functioning

Students may exhibit behaviours, attitudes, or characteristics that, while of concern and require remediation, are not unexpected or excessive for students in a graduate program. Problems typically become identified when they include one or more of the following characteristics:

- The student does not acknowledge, understand, or address the problem when it is identified
- The problem is not merely a reflection of a skill deficit that can be rectified by academic or didactic training
- The quality of the student's performance is sufficiently negatively affected
- The problem is not restricted to one area of academic or professional functioning
- The problematic behaviour has the potential for ethical or legal consequences if not addressed
- A disproportionate amount of attention by faculty or other training personnel is required
- The student's behaviour does not change as a function of feedback, remediation efforts, or time

The formal process for managing difficulties encountered by students begins with a meeting of all

relevant parties (e.g., the student's supervisor, Director of Psychological Science Training, Graduate Program Director) to determine whether a more serious student problem exists. Students are informed in writing of the concerns, and a plan is put in place to remediate the concerns.

The remediation plan includes:
- · An outline of the specific skills or knowledge that are judged to be deficient
- · Specific actions to be taken by the student and faculty advisor or supervisor to address the deficiencies
- · A process to evaluate the student's progress
- · A time frame within which it is expected that the student's performance will reach the expected level of competence

The plan may include a modification of the goals and objectives for various activities, a reduction in the student's involvement in other activities, and/or a change in the frequency or manner in which supervision is provided (e.g., more frequent and direct interactions and observations of the student's activities). The student is provided with a copy of the remediation plan.

<u>University Office of the Ombudsperson</u>

The Office of the Ombudsperson is available to support students at any point. The Office of the Ombudsperson provides assistance to students on a range of issues, regarding, for example, rights violations, violations to the safety of a student's environment, grade appeals, and so forth, or simply to provide information or advice. Students are encouraged to obtain information about the Office of the Ombudsperson, which is available at https://www.torontomu.ca/ombudsperson/

SECTION 4: ETHICS AND PROFESSIONAL ISSUES

Academic Integrity

Student Code of Academic Conduct
Below, we reprint several important sections from Toronto Metropolitan University's Student Code of Academic Conduct (Senate Policy 60). We recommend that you familiarize yourself with it in its entirety.

Toronto Metropolitan University's Code of Academic Conduct applies to the academic activities, both on and off campus, of all students (graduate, undergraduate and continuing education) enrolled in courses at the University. Students are responsible for familiarizing themselves with this policy.

Toronto Metropolitan University's Code of Academic Conduct defines academic misconduct, the processes the University will follow when academic misconduct is suspected, and the consequences that can be imposed if students are found to be guilty of misconduct.

A. Academic Misconduct
Academic misconduct includes actions that have a negative effect on the integrity of the learning environment. Offences of this nature are unacceptable.

A1. Academic Dishonesty - Academic dishonesty is any deliberate attempt to gain advantage by deceiving faculty, placement managers/coordinators, preceptors or other professionals who are mentoring students, other students or Toronto Metropolitan University administration. Academic dishonesty may involve an individual or a group, and includes but is not limited to the following offences:

   a. Plagiarism – Claiming, submitting or presenting the words, ideas, artistry, drawings, images or data of another person as if they were your own. This includes:
      i. copying another person's work (including information found on the Internet and unpublished materials) without appropriate referencing;
      ii. presenting someone else's work, opinions or theories as if they are your own;
      iii. presenting another's substantial compositional changes to an assignment as your own;
      iv. working collaboratively without permission of the instructor on an assignment, and then submitting it as if it were created solely by you; or
      v. self-plagiarism – submitting the same work, in whole or in part, for credit in two or more courses, or in the same course more than once, without the prior written permission of the instructor(s).
   b. Cheating – includes but is not limited to:
      i. having ready access to and/or using aids or devices (including wireless communication devices) not expressly allowed by the instructor during an examination, test, quiz, or other evaluation;
      ii. copying another person's answer(s) on a test, exam, quiz, lab report, or other work to be evaluated; copying another person's answers, with or without their permission, to individually assigned projects;

iii.   consulting with another person or unauthorized materials outside of an examination room during the examination period (e.g. discussing an exam or consulting materials during an emergency evacuation or when permitted to use a washroom);

iv.   improperly submitting an answer to a test or examination question completed, in whole or part, outside the examination room unless specifically permitted by the examination format;

v.   resubmitting altered test or examination work after it has already been evaluated;

vi.   presenting falsified or fabricated material, including research results; or

vii.   improperly obtaining, through deceit, theft, bribery, collusion or otherwise, access to examination paper(s) or set of questions, or other confidential information.

c. Misrepresentation of personal identity or performance

i.   submitting stolen or purchased assignments or research;

ii.   impersonating someone or having someone impersonate you in person, in writing or electronically. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to a penalty;

iii.   falsely identifying oneself or misrepresenting one's personal performance outside of a particular course, in a course in which one is not officially enrolled, or in the admissions process (e.g. submission of portfolios, essays); or

iv.   withholding or altering academic information, transcripts or documents.

d. Submission of false information

i.   submitting altered, forged or falsified medical or other certificate or document for academic consideration, or making false claims for such consideration;

ii.   submitting false statements, documents or claims in the request for academic consideration, academic appeals or the academic misconduct process;

iii.   submitting false academic credentials to Toronto Metropolitan University; or

iv.   altering, in any way, documents issued by Toronto Metropolitan University.

A2.   Contributing to Academic Misconduct - Knowingly assisting someone to commit any form of academic misconduct is itself academic misconduct. This may include, but is not limited to:

a. offering, giving or selling essays or other assignments with the knowledge that these works will likely be subsequently submitted for assessment;

b. allowing work to be copied during an examination, test or for other assignments;

c. offering, giving or selling answers to tests or exams; or

d. unauthorized sharing of examination questions and/or answers.

A3.   Damaging, Tampering or Interfering with the Scholarly Environment - Obstructing and/or disturbing the academic activities of others. This involves altering the academic work of others in order to gain academic advantage. [Some types of damaging or tampering fall under the Student

Code of Non-Academic Conduct (Policy 61)].

Examples of this include:
    a. tampering with experiments or laboratory assignments;
    b. altering or destroying artistic or creative works such as drawings or films;
    c. removing, altering, misusing or destroying University property to obstruct the work of others;
    d. stealing or tampering with any course-related material; or
    e. tampering with library materials.

A4. Unauthorized Copying or Use of Copyrighted Materials – Intentionally failing to abide by the Copyright Act and/or Toronto Metropolitan University's license agreement with Access, the Canadian Copyright licensing agency regarding the copying and use of textbooks, software, and other copyrighted materials (see the Library website or the Access website for details).

A5. Violations of Departmental Policies on Professional Behaviour – Exhibiting unprofessional behaviour in field placements and practica as outlined in department/school Student Codes of Professional Conduct.

A6. Violations of Specific Departmental or Course Requirements - In their course outlines, instructors may, in order to ensure Academic Integrity, include additional specific requirements that are consistent with this policy. Any additions must be published in course outlines and/or student handbooks.

B. Penalties and Consequences for Academic Misconduct

Possible Penalties. Although students may commit similar infractions, the circumstances surrounding these infractions may vary. The penalty imposed shall take into account the specific circumstances. Once it has been determined that academic misconduct has occurred, a formal charge must be filed and one or more of the following penalties must be imposed or recommended by the instructor or Chair/Director:
    a. The minimum penalty for academic misconduct on any assignment or other form of evaluation is a mark of zero for the work, and a Disciplinary Notice (DN) will be placed on the student's academic record;
    b. A grade of "F" in a course;
    c. Disciplinary Withdrawn (DW);
    d. Expulsion;
    e. Rescinding of a degree, diploma or certificate;
    f. Requirement to replace damaged or destroyed materials;
    g. A requirement to participate in the Academic Integrity Tutorial in which participants will examine the social and ethical issues associated with academic misconduct in conjunction with another penalty.

<div align="center">Research Ethics</div>

Research Conducted Solely at the university

Toronto Metropolitan University's policies and procedures governing the ethical conduct of research involving humans adhere to the published guidelines of the Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council (NSERC), and the Social Sciences and Humanities Research Council (SSHRC), known as the Tri-Council Policy Statement, now in its second edition (TCPS-2) and a revised update was released in 2019. You can view this statement at https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html

All research involving humans, whether funded or not, conducted within Toronto Metropolitan University or by faculty, staff, or students affiliated with the University must be reviewed and approved to protect research participants, and to ensure that research is conducted in an ethical manner. No research on human participants shall be undertaken without the prior approval of the Research Ethics Board. For more information, see https://www.torontomu.ca/research/resources/ethics/. Please note that this may also include secondary data analyses and program evaluations. The website provides some links to help determine what requires review, but it is best to contact the REB if you are unsure if your project requires REB approval.

Guidelines
The following guidelines for the completion of the online application will assist the researcher in the development of appropriate materials for the ethical review of projects that involve humans and have been developed in accordance with TMU's Policy on Ethics Review of Research Involving Humans (https://www.torontomu.ca/research/resources/ethics/)

Submission of a Request for Ethical Review
One must complete the online application form required for Ethics Review of your Research Protocol Involving Humans according to the aforementioned guidelines.
- · If you have any questions about these guidelines or suggestions for additional guidelines, please contact rebchair@torontomu.ca
- · They also hold weekly drop-in office hours. For more information, including common FAQs, see the REB website: https://www.torontomu.ca/research/resources/ethics/
- · You may also directly contact members of the administrative team:

Zakiya Atcha
Research Ethics Manager
416-979-5000 ext. 554841
zakiya.atcha@torontomu.ca

Asher Alkoby, LL.B., Ph.D
Chair, Research Ethics Board
416-979-5000 ext. 552491
aalkoby@torontomu.ca

Todd Girard, PhD
Vice Chair, Research Ethics Board
416-979-5000 ext. 552646
todd.girard@torontomu.ca

Office of the Vice-President
Research & Innovation
1 Dundas Street W, 11th Floor
Toronto, Ontario M5G 1Z3

Note that these contacts may change. In addition, several members of our department are on the board. For the most current information on the Research Ethics Board, see
https://www.torontomu.ca/research/resources/ethics/

Your application should include:
1. A completed online application with all items addressed and the checklist filled out
2. A description of the consent and debriefing processes to be used with human participants, including all forms or scripts
3. A copy of any questionnaires, survey forms, observation protocols, interview and focus group guides or other tests used in the research
4. A copy of any posters, scripts, announcements or any information you will use to recruit your human participants

The above information must be submitted electronically. Attachments can be in the format of word processing, spreadsheet or Adobe Acrobat (PDF) documents. If electronic copies of documents are not available, these can be scanned or sent as hard copies to the Research Ethics office.

NOTE: Please allow a minimum of 4 weeks for the ethics review process. An initial response is usually made in 4 to 6 weeks from date of submission.

Where to find the Online Application
1. Sign on to my.torontomu.ca
2. On the main page under the "Research Ethics" tab there is a link called "online ethics submission & review system" – click on this
3. Click on the link "complete new protocol application form"
4. Follow the instructions and refer to the following website for more details:
   https://www.torontomu.ca/research/resources/ethics/

Research Conducted in Conjunction With Another Site/Institution (e.g. practicums)
Under the TCPS2, all human research you are involved in under the auspices of the University should be reviewed by the University Research Ethics Board; i.e., if you will use your university affiliation in relation to the research (e.g., on a publication), then you need approval here, regardless of where the research takes place.

A. If the project has already been approved by a Research Ethics Board at another institution, only the Application Checklist and Study Abstract portion of the application must be submitted to the University Research Ethics Board, providing that the following are included:
    1. A copy of the complete application submitted to the other institution's Research Ethics Board including all relevant documentation (as indicated above); and
    2. A copy of the approval document including any conditions or requirements imposed by that institution's Research Ethics Board (if an electronic version is not available, a hard

copy must be sent to the Research Ethics office)

B. If the project has not yet been approved by a Research Ethics Board at another institution, and your data collection relies on this other institution, you must submit an application for ethics approval to this other institution and gain approval before submitting your application in order to prove that your data collection is feasible and permitted.

C. If the project has not yet been approved by a Research Ethics Board at another institution, and if your data collection does not rely on another institution (this institution is involved in your project in another way), you may submit your application to the University first and comment on this institution's involvement in your "comments to the chair" section of your application. You will probably have to gain ethics approval from this other institution as well; however, you should discuss this matter with your supervisor.

Important Reminders
The REB at Toronto Metropolitan University or other institutions will likely require that you make revisions to your application before actually gaining ethics approval. These revisions may take a few weeks to approve after resubmitting and, therefore, you must complete this process with sufficient time to complete your study.

Effective January 2016, all graduate students are required to complete the Tri-Council Tutorial Course on Research Ethics (CORE) before they are eligible to apply for REB approval for any research involving human participants. Developed by the Interagency Advisory Panel on Research Ethics (PRE), CORE introduces the federal policies governing research involving human participants as outlined in the 2014 Tri-Council Policy Statement 2 (TCPS2); a revision to incorporate recent updates is in progress.

Keep an eye out for emails regarding REB workshops this year.

Ethics of the Supervisory Relationship

We aim for collegial, mutually respectful relationships among faculty and students in the department. Our program strives to foster a non-competitive, mutually supportive environment. Providing a supportive experience requires a high level of professionalism and integrity on the part of everyone. Students should be familiar with the CPA Code of Ethics:
http://www.cpa.ca/aboutcpa/committees/ethics/codeofethics

Collaborative Relationships in Research
In collaborative research: (a) faculty and students should discuss ownership of data and authorship on presentations/publications early enough in the process so that each is aware of his or her role; and (b) faculty and students should publicly acknowledge one another's contributions at conferences, in written work, etc. Toronto Metropolitan University has a policy that speaks to graduate student authorship on publications (https://www.torontomu.ca/content/dam/graduate/student-guide/academic-matters/policies-guidelines/IP_guidelines.pdf). In addition, the CPA Code of Ethics (section III.7) discusses the importance of giving proper credit to others for their work, and APA's Ethical Principles of Psychologists and Code of Conduct (section 8.12) discusses the issue of

authorship (https://www.apa.org/ethics/code).

Dual Relationships

A dual relationship between a faculty member and student exists when the individuals fill roles beyond what is typical in faculty-student relationships and/or the relationship is exclusionary from other faculty-student relationships. Examples of dual relationships include, but are not limited to, romantic/sexual involvements, financial partnerships, personal friendships, family relations, etc. The effects of the dual relationship are not limited to the two individuals involved but potentially can affect many persons in the program. Ideally, dual relationships should be avoided. In the event that a dual relationship arises, however, it is important that the dual relationship become known to others in the program rather than be kept a secret. Psychotherapeutic relations between faculty and students must be avoided altogether.

Should a dual relationship exist, the guidelines are as follows: a faculty member involved in a dual relationship should not be: (a) instructing or supervising that student; (b) participating in the research or clinical guidance of the student; or (c) participating in the evaluation process of the student. Depending upon the nature of the dual relationship, these guidelines may also be applied even if the dual relationship is terminated. Sections III.33, III.34, and III.35 of the CPA Ethics Code discuss the issue of dual relationships.

Coercion or Discrimination in Supervisory Relationships

There is no place for coercive or exploitative relationships in any professional activities or work in our program. Coercive relationships take a number of different forms. The most clearly defined involves relationships in which there is discrimination or harassment, against which Toronto Metropolitan University has explicit policies (https://www.torontomu.ca/policies/policy-list/dhp-policy/). Coercive relationships additionally would be defined as taking advantage of the faculty-student relationship by requesting work unrelated to academic development, inhibiting a student's progress in order to benefit from the student's proficiencies, or placing demands on the student unrelated to the student's professional development.

It is the responsibility of each faculty member to create an atmosphere conducive to the student's learning and professional development. Faculty should impartially evaluate student's performance, and not discriminate based on the student's race, ethnicity, gender, sex, sexual orientation, national origin, age, religion, family status, or disability.

SECTION 5: RESEARCH PRACTICA

Course Descriptions for Research Practica

PS8202 Practicum in Psychological Science I (Completed during the MA)
This practicum is designed to provide students with breadth in psychological research methods and approaches. Students contribute to a single project that is complementary to their core area of interest or in multiple smaller projects, spanning multiple labs. Under exceptional circumstances (e.g. infrastructure needs or population opportunities), students may request to conduct the practicum at an external site. This course is required for all MA students in the Psychological Science Field. Pass/Fail. 1 Credit

PS9202 Practicum in Psychological Science II (Completed during the PhD)
This internal or external practicum is designed to provide students with additional breadth in research methods. Students lead a research project that is complementary to their core research area. Students are encouraged to consider the societal relevance of the project and connections to their main line of research. Prerequisites: PS8202, PS8101, PS8102, PS8201. Pass/Fail. 1 Credit

Important Information

A practicum orientation meeting is held during the Fall term of MA1, where students are provided with the expected timeline for practicum completion, are advised on how to obtain a practicum, and have the opportunity to inquire about further information. Graduate students who have completed their practicum are invited to the orientation and share their experiences.

Practicum Requirement
Practica must include a minimum of 120 hours for each of the Master's and Doctoral levels. The first practicum usually takes place during the summer of MA1. However, it could be done outside of this time frame. It is required to have the first practicum complete by the end of MA2. The timing of the second practicum is contingent upon the commitments the student has. Every student should discuss a practicum timeline with their supervisor.

Supervision
The practicum will be supervised by a site supervisor. The student should meet with the site supervisor (or their designate) once a week to ensure that the placement fulfills the practicum objectives. Upon completion of their placements, students will receive performance feedback from their site supervisors on the "Student Evaluation Form."

Activities
Practicum activities should be relevant to the student's research interests. Typical activities include learning new data collection techniques and/or new methods of data analysis and/or areas of research that are complementary to the student's own. The practicum should be viewed as an opportunity to learn about unique experiences that are not provided at the student's own lab.

<p style="text-align:center">Process for Research Practica</p>

<u>Before the Placement</u>
Check to make sure that you are registered in the appropriate practicum course by logging into D2L Brightspace and clicking on the RAMSS tab (not on the Courses tab). If you are not registered in the practicum course, please contact the Psychology Graduate Program Administrator at psychgrad@torontomu.ca to be enrolled.

Before or at the very beginning of each placement, please complete the following forms, and return to the Director of Psychological Science Training.

1. The Practicum Interest Form for Psychological Science Students

2. Either:
   a. the Internal Learning Plan, for placements within the Department of Psychology at Toronto Metropolitan University), or
   b. the Practicum Placement Agreement, for all other placements.

3. The WSIB Letter is only needed if you are doing a placement outside Toronto Metropolitan University. If your placement is outside of the University, please ask your Site Supervisor to sign this WSIB Letter to Placement Employers before or at the very start of the placement. This letter acknowledges your WSIB coverage for safety insurance (paid by the Ministry of Colleges & Universities, not by your placement) during unpaid placements. The Ministry requires that an original copy of this form is on file at the University during your placement. The Placement keeps one photocopy on file.

4. WSIB Student Declaration of Understanding Form: You only need to sign this form once for the duration of your graduate program. If you have not signed a copy, please sign and submit to the Graduate Program Office, JOR-941 or online to the Graduate Program Administrator at psychgrad@torontomu.ca. A copy of this form can be found on the Graduate Psychology Google Drive.

<u>After the Placement</u>
At the end of the placement, please complete the following forms, and return to the Director of Psychological Science Training.

1. Evaluation of PS Practicum Student (filled out by site Supervisor)
2. Evaluation of PS Practicum Site (filled out by student)

SECTION 6: PROFESSIONAL DEVELOPMENT

Toronto Metropolitan University's graduate program in psychology seeks to facilitate the professional development of students. In accordance with this goal, students are encouraged to become members of professional organizations, contribute to departmental and university service, attend departmental seminars, workshops, and colloquia, and participate in research collaborations at the local, national, and international level.

Professional Organizations

    Students are encouraged to join national and international professional organizations as part of their professional development. Many students maintain student-affiliate memberships with professional organizations such as the Canadian Psychological Association, American Psychological Association, and subfield-specific societies. These organizations allow students to receive newsletters, newspapers, and journals at reduced student rates, which give students the opportunity to remain abreast of current professional issues and research in their respective area or psychology as a whole. Your supervisor will likely be able to recommend appropriate professional associations for your subfield.

Attending Conferences

    Attending professional conferences is a very important part of professional development as a psychology graduate student. Conferences provide students with the opportunity to present their own research, see what research other faculty and graduate students are doing, and network with like-minded individuals from around the world. Furthermore, presenting their own research allows students to develop skills in communicating scholarly ideas and research findings, giving student research a higher profile and increasing career options and potential funding opportunities. All students are encouraged to attend and present their research at national and international conferences. When attending a conference, take the opportunity to introduce yourself to leading people in your field and attend social events. Presentations at prestigious conferences can advance your research career, and can also be an excellent source for future job leads.

Travel Grants and Funding

    Don't let the cost of travel deter you from being present at a meeting. There are several funding options available to help graduate students attend conferences. Note that original receipts are required for all reimbursements. In addition, reimbursements for flights require original boarding passes, in addition to receipts. Here are some possible funding options.

    Some Faculty Advisors may have funding to contribute to student travel, or may be aware of funding options. Be sure to consult with your supervisor about possible funding and travel grant opportunities that may be available to you for a given year.

    Toronto Metropolitan University's Graduate Student Travel Funding is intended to encourage graduate students to present their research at a regional, national or international conference or equivalent academic event. The President's Office, The Office of Vice President Research and Innovation and the Yeates School of Graduate Studies fund this initiative. The value of this award is up to $500 per academic year. To apply, complete a Graduate Student Travel Funding Application https://www.torontomu.ca/content/dam/graduate/scholarships-awards/travel-fund/travelFundForm.pdf) and email a scanned copy of the signed form, along with supporting

documentation to: gradtravelfund@torontomu.ca.

The Students' Union Graduate Travel Grant program is in place to help offset the travel costs incurred by graduate students. Travel grants through this program are available each semester (including the Spring/Summer semester) for a maximum of $500 per applicant. Each student is only eligible to receive one travel grant per academic year. Please visit https://xgsu.ca for more information and to download the application form.

CUPE Local 3904 (Unit 3) General Assistance Fund. This source of funding is relevant for students who are members of CUPE Local 3904 (Unit 3), the union to which all TAs/GAs belong. Through this "Special Fund", students can apply for funding geared toward professional development (e.g., scholarly travel expenses). This fund can also be allocated towards helping you with medical bills not covered by your insurance, family emergencies, or a proposed special project. All applications are reviewed by a committee to determine whether funding will be provided, and the amount. The maximum amount awarded is $500 per year. The application form can be found at: https://www.xgsu.ca/. In your application package, be sure to include supporting documents (e.g., receipts for all expenses, letters of support), why you need the money and what you intend on doing with it, and you also may want to justify how this will be beneficial to you as a CUPE member as well as a TA/GA or student. Applications should be dropped off in the Local CUPE 3904 office located in POD 156–B. For more details, check out the website (http://3904.cupe.ca).

CUPE Local 3904 (Unit 1) PD Fund. Note that there are potential funding sources for individuals who are teaching courses in psychology on a sessional basis, outside of continuing education (i.e., CUPE Local 3904, Unit 1). More information is available on the CUPE Local 3904 website (https://cupe3904.ca/unit-1-forms/).

The Department of Psychology may also be able to provide small amounts of travel funding for students who are presenting at a conference. The maximum departmental funding provided per year to any student is $300. You should apply by email to the Graduate Program Director (todd.girard@torontomu.ca). Decisions are based on availability of funding. Once your funding is approved and you have returned from your conference, you will need to submit your receipts to the Department Administrator, Francesca Grillo: fgrillo@torontomu.ca. An updated reimbursement form can be found here.

The Arts Graduate Student Travel Grant provides additional support (up to $200, with matching funds from our program) to encourage graduate students to present their original research at a regional, national, or international conference or equivalent academic event. Applications may be submitted at any time. See here for more information and a link to the application form.

Toronto Metropolitan University's International Global Learning Award. Generally speaking, this fund will match departmental contributions (up to a maximum of $1000) to help students travel to attend an international conference or to take advantage of an international research opportunity. Information can be found here: https://www.torontomu.ca/global-learning/finance-participation/

The Canadian Psychological Association Student Section also offers awards for students who are first author on a presentation that has been accepted into the conference in the given year. There are a

number of awards in different areas of psychology, such as Clinical, Counselling, Criminal Justice, Environmental, Industrial/Organizational, History and Philosophy of Psychology, Sexual Orientation and Gender Identity Issues, and Women and Psychology. Please visit https://cpa.ca/students/studentawards/ for eligibility criteria and instructions on how to apply.

Other Associations often offer funding for student travel. Be sure to visit the websites of any associations for which you plan to attend a conference, such as the Association for Psychological Science (APS). If the organization has a student section that may be a good place to go for information. Note that deadlines for student travel awards are often early.

Recording Teaching Accomplishments (Teaching Dossier)

If you expect that your career may involve teaching, you should keep track of all activities related to teaching in preparation for developing a teaching dossier when you apply for jobs down the road. A teaching dossier is a comprehensive record of teaching activities and accomplishments. The Canadian Association of University Teachers (CAUT) suggests that a teaching dossier be a five- to eight-page document with additional appendices, as appropriate. To access more information about what a teaching dossier is and how to create one, visit http://www.caut.ca/docs/default-source/professional-advice/teaching-dossier.pdf. The teaching dossier may include sections on approach to teaching, teaching contributions, reflections on and assessment of teaching, and supporting documentation. Supporting documentation should be collected throughout your Masters and PhD training and may include student evaluations, colleague and teacher evaluations, evaluations from guest lectures, evaluations from conference presentations and workshops given, and evaluations for TA/GA positions. In cases where there is no formal evaluation (e.g., a colloquium or workshop presentation), consider distributing your own evaluation form.

Other documentation may include involvement in:

- Committees devoted to improving teaching
- Mentoring and peer consultation programs
- Teaching and presentations outside the department
- Completion of PS 8525 Practicum in Teaching

An appendix might also include curriculum materials, exams, class notes, and other classroom materials (e.g., lab manuals) that you have developed

Programs offered by the Learning and Teaching Office (LTO)

The LTO offers several workshops, certification programs and resources for instructors, TAs, and GAs (https://www.torontomu.ca/learning-teaching/).

Professional Development in Teaching Program. This multilevel certification program is offered to all Graduate students who wish to improve their teaching and mentoring skills. Each level of the program consists of a combination of workshops, peer mentoring, teaching apprenticeships and/or teaching assignments. For more information, visit https://www.torontomu.ca/learning-teaching/ta-ga/professional-development-program/

Learning and Teaching Workshop Series. The LTO offers a series of workshops for TAs and GAs during the fall and winter terms. The topics of these workshops include, but are not limited to: how to mark effectively, how to facilitate discussion, academic integrity, and conflict resolution. It is advised that you register for these workshops as space is limited and can fill up quickly. For more information,

visit https://www.torontomu.ca/learning-teaching/ta-ga/workshops/

Service – Department, University, Field

Service is another important section of your CV, especially if you are considering academic positions following graduate school. There are numerous opportunities for graduate students to get involved in service in the department, university, or broader field. Below, please find a list of potential service opportunities. Importantly, this does not represent the full range of service opportunities available in the department, university, or field. Consult with your supervisor about possible service opportunities, and be on the lookout for emails from the Graduate Program Director and Graduate Program Administrator who forward departmental and university-level service opportunities.

Department:
- Student representatives on the Graduate Program Council
- Student representative on the Psychological Science Program Committee
- Member/officer of the Psychology Graduate Student Association
- Chair/organizer of various research interest groups (e.g., Social Area Meeting, Stress Research Interest Group)
- Member of the Psychology Graduate Mental Health and Wellbeing Committee
- Peer mentor

University:
- Graduate student panel member on the Academic Integrity Council
- Graduate student panel member on the Senate Appeals Committee
- Graduate student panel member on the Research Ethics Board
- MA/PhD Representative at "Grad Café" (initiative of YSGS)
- Graduate student member of search committees for Faculty of Arts, YSGS

Field:
- Ad-hoc reviewer for journal manuscripts (often done in concert with supervisor)
- Ad-hoc reviewer for conference abstracts (often done in concert with supervisor)
- Student representative for CPA, APA, APS, BBCS, other professional organizations

Introduction

Student funding is derived from a number of sources including:
- External Scholarships (e.g., OGS, NSERC, SSHRC, CIHR)
- Funding from YSGS, Faculty of Arts, Psychology department
- Graduate [teaching] assistantships, research assistantships, teaching opportunities
- Graduate Student Loans
- Supervisor Stipends

Sources of Funding

Eligible students are required to apply for external funding through OGS and tri-council agencies (i.e., CIHR, SSHRC or NSERC). Students and supervisors should make every reasonable effort to obtain funding for students from these and other external, peer-reviewed sources, such as private foundations. The Department will make every effort to inform students and supervisors of the availability and application procedures for such awards. Supervisors are requested to be particularly vigilant to ensure that their students apply, and students should notify the Graduate Director and Program Administrator of all awards applied for at the time of application and when awarded.

External Scholarships and Awards

The following awards usually have Fall application deadlines, so it is recommended that students applying for graduate school submit applications for these awards before completing their graduate applications. Once admitted into the program, eligible students are expected to apply for external funding each year that they are enrolled.

Helpful Hint for External Funding Applications - Start Early! Don't forget that you will need to request separate transcripts (undergraduate and graduate) and letters of recommendation for each of the different agencies you apply to. These need to be received in advance of the deadlines. Each year, problems arise (e.g., referees miss deadlines, transcripts go missing), so the earlier you make the requests, the more time we will have to deal with any possible snags. You also may want to consider asking for your letters a bit earlier than you actually need them.

Ontario Graduate Scholarships (OGS)

The government of the Province of Ontario, through the Ministry of Colleges and Universities (MCU), provides approximately 1,300 graduate scholarships tenable at Ontario Universities. The scholarships are available for graduate study in all disciplines, to applicants with a high level of academic achievement. The OGS scholarship is awarded for one academic year and must be held for a minimum of two consecutive terms. The value of this scholarship is $15,000 paid over three terms (of which the government contributes $10,000 and the university contributes $5,000). During tenure of the award, the student must be registered full-time in a graduate program leading to a master's or doctoral degree. Students apply for OGS through the University. For further information regarding eligibility and the application process, visit https://www.torontomu.ca/graduate/future-students/financing-your-studies/scholarships-awards/ontario-graduate-scholarship-program/. The department deadline for applications is usually in February; the department will notify all students and supervisors of the deadline as soon as it has been established.

Canada Graduate Scholarships (CGS)

CGS awards represent a harmonization of the Tri-council award applications for the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC). These awards are intended to provide special recognition and support to students pursuing a graduate level degree in their respective domains in Canada. Candidates are expected to have a high potential for future research achievement and productivity. The program is open to Canadian citizens and permanent residents of Canada. Only those students engaged in full-time research training in a Canadian graduate school are eligible for support. Further details pertaining to eligibility criteria, application procedures, and application materials are available on the CIHR website, SSHRC website, and NSERC website. University-specific details are found here for Master's and here for Doctoral awards. Applications are first ranked by the Department of Psychology, then by the Yeates School of Graduate Studies. The internal application deadline is usually around October 1st for Doctoral applications and December 1st for Master's applications.

Information on additional related awards (e.g., Vanier, Impact, Industrial, Foreign Study supplement) can be found under the Federal tab here.

Canada Bureau of International Education
This link contains a list of scholarships for international students from the CBI

Other scholarships and awards to which our students have applied:
- Canadian Italian Business and Professional Association (http://www.cibpa.ca)
- Helen Marion Walker – Soroptimist Women's Health Research Scholarship http://www.womensresearch.ca/learning-centre/awards-fellowships/helen-marion-walker-soroptimist-scholarship
- OCGS Ontario Women's Health Council (http://cou.on.ca/about/awards/ontario-womens-health-scholars/)
- Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GSST) (https://www.torontomu.ca/graduate/future-students/financing-your-studies/scholarships-awards/queen-elizabeth-graduate/)
- MITACS (see information about MITACS and other funding programs listed here: https://www.torontomu.ca/research/students/support/)

For a more exhaustive list of external awards, please visit the "Financing your Studies" section on the Yeates School of Graduate Studies website: https://www.torontomu.ca/graduate/future-students/financing-your-studies/. It may also be worth checking out graduate funding websites from other universities. They may list external scholarship and grant opportunities to which you are eligible to apply.

Finally, many associations have awards to fund student research. Examples include:
Canadian Psychological Association (many awards listed here on behalf of various CPA sections)
https://cpa.ca/students/studentawards/
American Psychological Association Early Graduate Student Research Award
http://www.apa.org/about/awards/scistucoun-earlyre.aspx
American Psychological Association of Graduate Students (APAGS) Scholarships, Grants, and Awards

http://www.apa.org/apags/programs/scholarships/index.aspx
Society for Research in Child Development Awards and Grants
https://www.srcd.org/professional-advancement/awards-grants

If you are a member of a professional society or association, check to see whether they offer student research grants or awards. Your supervisor may be able to suggest associations that offer such awards as well.

Internal Scholarships, Awards, and Funding Sources

More information on these awards can be found on the following websites:
https://www.torontomu.ca/research/resources/funding/
Note that the university and by extension our department guarantee minimum funding for graduate students in MA1-2 and PhD1-4. There are no guaranteed funds for students in MA3 or PhD5+.

Toronto Met Graduate Scholarship (TMGS)
An TMGS is a scholarship for academic excellence provided by the University, with a value of $15,000. These are adjudicated through the OGS application process. Students need not apply separately for TMGS funding. TMGS offers are communicated automatically to successful students when decisions are made. For more information, see: https://www.torontomu.ca/graduate/future-students/financing-your-studies/scholarships-awards/toronto-met--graduate-scholarship-tmgs/

Dennis Mock Graduate Student Scholarship
This is applicable to students who completed their undergraduate degree at Toronto Metropolitan University. For more information, see: https://www.torontomu.ca/graduate/future-students/financing-your-studies/scholarships-awards/dennis-mock-graduate-scholarship/

Governor-General's Gold Medal
The GGGM is awarded annually to the graduate student who achieves the highest academic standing in a graduate degree program. All master's and doctoral program students, who are in their first master's or doctoral program, respectively, are eligible for this award. The student must have completed his/her program within the normal time frame (as deemed by YSGS). For more information, visit:
https://www.torontomu.ca/graduate/future-students/financing-your-studies/scholarships-awards/governor-general-gold-medal/

Graduate Stipend
Refers to funding to support a graduate student while completing a degree. A stipend can be paid from the research funding of faculty supervisor, as well as Graduate Fellowships, and Faculty of Arts Funds (among others). Stipends are not payment for employment. The awarding of stipends is to be consistent with employment and graduate funding policies of granting agencies whose funds may be used to support graduate students. Information on graduate stipends may be obtained through potential supervisors in the Psychology Department. Note that if you hold a SSHRC graduate fellowship, you may not receive stipends paid from SSHRC, CIHR, or NSERC research grants or salaries from the Canada Research Chairs program (though you may be paid an hourly wage as an RA

on a grant funded by one of these agencies).

<u>Research Assistantship</u>

Refers to employment available to students assisting Principal Investigators in conducting research activities not related to their studies. The minimum recommended rate of pay for graduate level research assistants is the rate at which Graduate Assistants are paid (see below). Terms of employment of graduate students will be consistent with the collective agreements between the University and its employee groups. These positions are posted from time to time on the Human Resources website. Individual faculty often share information about these opportunities with graduate students.

<u>Graduate (Teaching) Assistantship</u>

Refers to an appointment of a Graduate Student, enrolled on a full-time basis, who is employed to assist with teaching or related duties. Such students shall be students enrolled in Toronto Metropolitan University's Master's or PhD programs. Employment opportunities may be offered by departments or schools. Full-time graduate students can be employed as a GA/TA for a maximum of 390 hours in an academic year; this usually breaks down to 10 hours per week (120 hours per term). The rate of pay can be found on the Human Resources website in the CUPE Local 3904 Unit 3 Collective Agreement. Students may be offered GA positions by their program, and/or the positions will be posted on the Human Resources website. The current collective agreement may be found at: https://www.torontomu.ca/human-resources/

Terms of employment of graduate students will be consistent with the collective agreements between the University and its employee groups. Availability of TA/GA funding is generally communicated to applicants at the time that admission offers are made. The Graduate Program Director will communicate available opportunities for Psychology courses prior to the Fall and Winter terms (there are no Summer TA/GA positions). Priority for full positions is given to those who have TA/GA as part of their funding package, but there are often 'extra' hours/positions. Priority for these extra positions is based on year in program (priority for MA1-2 and PhD1-4) and other sources of funding available (those with minimum funding are prioritized).

Other Sources of Financial Support

<u>Teaching Opportunities</u>

From time to time, opportunities to teach an undergraduate course may arise. Generally, graduate students must have completed their MA in order to be eligible to be hired as a course instructor. Teaching opportunities may include courses in the Continuing Education (CE) Program (typically evening courses during the school year or daytime courses during the Spring and Summer terms) or courses in the University's regular full-time programs (offered during the day in the Fall and Winter terms).

CE teaching opportunities are posted on the Chang School website. In addition, information on available CE courses in psychology can be obtained from Dr. Maureen Reed, Continuing Education Coordinator for Psychology, mreed@torontomu.ca.

If positions open up during the Fall and Winter terms, information will be communicated by our Chair, Dr. Martin Antony, when it is available. You can also check postings online. Note that

accepting a teaching position during the school year may require a student to turn down other sources of income, particularly teaching assistantships or research assistantships.

<u>Working Outside of Toronto Metropolitan University</u>

It is important to keep in mind that graduate studies consume a considerable amount of time and effort. Thus, work opportunities should only be pursued upon careful consideration of how it will benefit or interfere with one's own graduate development. Work that builds upon one's own research or academic development is advisable.

Before committing to any work opportunity, seek advice from your supervisor and the Director of Psychological Science Training. The Graduate Program Director is also available for consultation.

<u>Graduate Student Loans</u>

There are a number of available sources for graduate student credit lines and loans. The Graduate Program Director or Graduate Program Administrator typically send out a reminder of these each year, but you may contact them for a list.