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DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY

2013 - 2014

MSc / PhD Student

HANDBOOK

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Speech-Language Pathology  
UNIVERSITY OF TORONTO

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## Section 1: MSc Program Requirements

### 1.1 Required Courses

Candidates for the Master of Science program are required to complete satisfactorily a minimum of two full courses or their equivalent (i.e., four half courses). At least one full course equivalent should be in the area of research design and methodology and at least one full course equivalent should be in the area of research interest.

The student's supervisor and members of the supervisory committee will guide the student in selecting courses that will provide the necessary scientific knowledge for the chosen area of specialization. Prior to the start of the first term in the program, the student, in consultation with the supervisor, will select courses to be taken during that term. The appropriate SGS course registration form needs to be completed and given to the Student Affairs Officer at the start of each term.

<b>Courses</b>	<b>Minimum required: 2 full course equivalents</b>
<b>1. Research Methods and Statistics</b>	<b>1 full course equivalent</b> At least ½ course in research methods is required. Students may take the research methods course in the Graduate Department of Rehabilitation Science or apply to the Graduate Coordinator for permission to take an equivalent ½ course.
<b>2. Area of Interest</b>	<b>1 full course equivalent</b> As determined by research supervisor and/or supervisory committee.
<b>3. Other Course Requirements</b>	Optional: Students with no background in speech-language pathology may require additional course work, as determined by the supervisory committee.
<b>4. Research Colloquia</b>	<b>Required participation</b> (no credit)

### 1.2 Research Colloquia Participation

All MSc students will be required to participate in regularly scheduled Research Colloquia. Each MSc student is expected to present a report on his or her ongoing research once a year. Faculty members and other students will be asked to complete a brief evaluation form concerning each student's presentation. The primary intent of this evaluation is to provide the student with constructive comments on the content and format of the presentation.

## **1.3 MSc Program Timeline**

### **1.3.1 Prior to enrolment:**

The student and supervisor select courses for the first semester (and submit courses to the Coordinator of Graduate Studies for approval).

### **1.3.2 Within first semester:**

The student and supervisor establish supervisory committee (review proposed course of study; submit names of committee members to the Coordinator of Graduate Studies).

### **1.3.3 Within 6 months:**

The student and supervisor schedule the first supervisory committee meeting. The student circulates a proposed course schedule, outline of proposed thesis topic, and research methods to the supervisory committee members at least 2 weeks prior to meeting. The supervisory committee will discuss the course schedule, research topic, and proposed methods. It makes a formal report on student progress, and reviews/revises the committee composition if required. A formal, signed supervisory committee report form must be submitted to Coordinator of Graduate Studies for approval and placement in the student's file.

### **1.3.4 At least every 6 months thereafter:**

The student schedules a regular supervisory committee meeting every 6 months. The student circulates a progress report to the supervisory committee members 2 weeks prior to meeting. The supervisory committee monitors the student's progress, makes a formal report, and reviews/revises the committee composition if required (and secures the approval of the Coordinator of Graduate Studies for changes). The student submits a signed formal report to the Coordinator of Graduate Studies for approval and placement in the student's file.

### **1.3.5 Upon completion of near-final thesis draft:**

The student provides copies of drafts to committee members. The student checks the availability of the supervisory committee members prior to circulating drafts. The committee members review and provide suggestions on the draft, normally within 3 weeks of receiving the draft.

### **1.3.6 When revisions to draft are completed:**

The student provides copies of the final draft to committee members. The committee members provide a written evaluation of the revised draft to the supervisor, normally within 3 weeks, and indicate whether the thesis is ready for examination. The supervisor and student determine whether to proceed with the defence and who should serve as examiners. The supervisor contacts individuals to serve as examiners of the thesis and secures their agreement and general availability for preferred and alternate dates. One examiner is a faculty member within the Department of Speech-Language Pathology and the second examiner is a faculty member at the University of Toronto with no affiliation to the Department of Speech-Language Pathology.

### **1.3.7 When examiners are confirmed:**

The supervisor submits a letter to the Coordinator of Graduate Studies indicating the Committee's approval of the thesis examination, the names of the examiners, and possible dates for the examination. The student provides each examiner with a copy of the thesis at least 4 weeks prior to the exam. The Student Affairs Assistant schedules a room for the examination and communicates with each examiner to confirm the time, date, and place of the examination.

### **1.3.8 No less than 4 weeks after examiners receive thesis:**

The thesis defence takes place. The student arranges for audio-visual equipment, or other special needs required.

### **1.3.9 After successful defence of thesis:**

The student makes any corrections required by the Thesis Examination Committee, as detailed on the Oral Thesis Examination form. A faculty member (normally the research supervisor) is appointed by the Thesis Examination Committee to oversee the required modifications. Upon satisfactory completion of the modifications, the overseeing faculty member confirms in writing to the Coordinator of Graduate Studies that the student has made the required changes, and that the thesis is ready for submission to the School of Graduate Studies. The student submits an electronic copy of the thesis to the School of Graduate Studies (check the SGS website for details) and a bound copy (black hardcover with gold lettering) to the Student Affairs Assistant in the Department of Speech-Language Pathology.

### **1.3.10 After unsuccessful defence of the thesis:**

It is up to the Thesis Examination Committee to set the requirements and deadlines for re-examination of the thesis.

## **1.4 MSc Research Supervisor**

Faculty members with an appointment of Associate Member (or higher) in the School of Graduate Studies can serve as supervisors of MSc students. Supervisors must be full-time members or cross-appointed faculty of the Department of Speech-Language Pathology (see the list of full-time, status, cross-appointed, and adjunct faculty members in the Department).

The role of the supervisor is to guide and advise the student in the selection of a research project and in the development of a plan that will lead to the successful completion of the project in the time considered appropriate for the completion of the degree (i.e., 2 years). In addition, the supervisor will advise the student in the selection of coursework and additional training that is appropriate for the research and for the education of the student. Note: The Coordinator of Graduate Studies is responsible for the final approval of programmes of study.

The supervisor will act as a resource base, support person, and academic advisor to the student during the course of study. It is the responsibility of the supervisor to ensure facilities and resources are available that will allow the student to complete the approved research project and course of study within an appropriate time frame. Normally, the student will complete his or her research project in the laboratory of the supervisor. Exceptions may be allowed if satisfactory supervision arrangements are in place. It is the responsibility of the supervisor to make appropriate arrangements for providing continuing optimal student supervision in circumstances where the supervisor anticipates that he or she will not be able to provide such supervision for an extended period of time. The supervisor is responsible for reporting to the Coordinator of Graduate Studies any problems that may threaten the timely completion of the student's program of study.

The supervisor, in consultation with the student, is responsible for the establishment of a supervisory committee within the first semester following registration in the program. The supervisor normally will chair the supervisory committee. It is the supervisor's responsibility to consult with the members of the supervisory committee, when appropriate, regarding matters affecting the academic or research activities of the student.

Annually in September, the research student and the supervisor will complete a statement of agreement, which lists the responsibilities of the student and supervisor, and the funding agreement for the current academic year. The form also includes information on research safety and intellectual property rights. This form will be completed on-line in a Faculty of Medicine program called GradSIS. Students will be invited by e-mail to initiate the agreement process in GradSIS.

The supervisor and the student, in consultation with the other members of the supervisory committee, are responsible for setting a date for the final examination of the thesis. The final examination should take place no less than four weeks following distribution of the final thesis copy to members of the examination committee.

### **1.5 MSc Supervisory Committee**

The supervisory committee shall consist of the student's primary supervisor and two other members who hold an appointment in the School of Graduate Studies (see list of full-time and adjunct faculty members). Members should be selected based on their expertise in the student's area of specialization. Normally, the student's primary supervisor will chair the supervisory committee. Any full-time faculty member or cross-appointed faculty member of the department may be a member of the student's supervisory committee. If considered appropriate for the student's research project, the Coordinator of Graduate Studies may approve the appointment of members who do not hold a full-time appointment or cross-appointment to the department. It is the responsibility of the Coordinator of Graduate Studies to approve the composition of the student's supervisory committee. The Coordinator of Graduate Studies must approve any changes to the supervisory committee during the course of study.

The role of the supervisory committee is

- to advise and guide the student in the selection of course work and additional training that is appropriate for the research and education of the student
- to provide advice and guidance in the selection of the research project, the development of an appropriate research plan, and the completion of the project in a timely manner. In some cases, the laboratory facilities of committee members may supplement those of the primary supervisor.

The supervisory committee shall meet with the student at least twice a year. It is the joint responsibility of the primary supervisor and the student to schedule the meetings at a time convenient to all members involved. The first meeting shall take place within six months of the student's registration in the department. Further meetings of the committee shall be scheduled at least every six months thereafter.

At least two weeks prior to the first meeting of the supervisory committee, the student shall provide each member with a brief written research project proposal. This proposal should include a concise review of relevant literature, a general statement of the research question(s) to be investigated, and a general outline of the research methodology that will be used. During the meeting, the supervisory committee shall discuss the proposed research project and provide the student with feedback concerning the relevance of the research question, the feasibility of the project and suggested methodology, and any other matters that are deemed appropriate. Following the first meeting, the supervisory committee shall collectively complete and sign a copy of the Supervisory Committee Report. The report is given to the Coordinator of Graduate Studies for approval and is placed in the student's file.

At the beginning of each supervisory committee meeting, the student will provide the committee with a brief Progress Report that includes the following updates:

- (a) course work completed (if any),
- (b) interdisciplinary work completed (e.g., research lab visits, courses, teaching assignments, workshops, conferences),
- (c) teaching and teaching assistantships completed,
- (d) publications and conference presentations,
- (e) an overview of the thesis research done to date, and
- (f) an outline of the time frame for the remainder of the program. The student will then present a summary of his or her research progress to date. This brief report will be appended to the supervisory report and placed in the student's file.

At the conclusion of each meeting, the committee shall collectively complete and sign a copy of the Supervisory Committee Report . The report is given to the Coordinator of Graduate Studies for approval and is placed in the student's file. It is the responsibility of the supervisor to discuss the report with the student and to ensure that a copy of the report form is provided to the student.

In addition to the regularly scheduled meetings, members of the committee are expected to read near-final or final drafts of the thesis and to provide advice regarding its satisfactory completion. Prior to the scheduling of the final thesis examination, each member of the committee shall submit a written review of the most recent draft of the thesis and indicate approval that a final examination be scheduled. Approval of scheduling a final thesis examination does not imply that the member agrees that the thesis has been completed successfully.

## **1.6 MSc Thesis**

### **1.6.1 Thesis Requirements**

All MSc students must complete a supervised research project which needs to be presented to the department in the form of a thesis prior to graduation. The research thesis is completed under the supervision of a faculty member in the Department of Speech-Language Pathology. It must demonstrate a thorough knowledge of the theoretical and methodological foundations of scientific research in an area of specialization. The thesis should contain research commensurate with the quality and quantity corresponding to a publication in a recognized, refereed journal.

The topic of a student's MSc thesis should be determined in consultation with the supervisor and supervisory committee. It is expected that an MSc student may require assistance in formulating a research question, developing an appropriate methodology, and conducting a project. However, the student is expected to contribute actively to all aspects of the project.

The student should begin work on the thesis research as early as possible following entry to the program. Follow this link for a time frame for thesis completion.

A student must give a successful oral defense of the MSc thesis at a Departmental Examination as outlined below.

### **1.6.2 Procedures for thesis examinations**

In order for an MSc thesis to go forward to the department for examination, the student must obtain the approval from the majority of members on the supervisory committee that the thesis can proceed to examination. A letter to this effect from the student's supervisor to the Coordinator of Graduate Studies will be required to initiate the examination process.

The completed thesis must be given to the examining committee for the MSc exam at least 4 weeks before the exam date (unless committee members have agreed, in writing, to different timelines).

The departmental Examination Committee for the MSc thesis defence will consist of the student's supervisory committee (supervisor and no more than two committee members), the Associate Chair or the Departmental Chair, a member of the graduate faculty, external to the Department of Speech-Language Pathology, and one additional member of the graduate faculty of the department, for a maximum total of six (a quorum for the examination will be 5). The examination committee is chaired by the Associate Chair of Speech-Language Pathology.



If an examiner connects to the exam by teleconference, the student will send an electronic or paper version of the presentation to the examiner ahead of time.

Students will be judged separately on the acceptability of their thesis and on their performance during the oral defence. Each member of the Committee shall vote as follows:

- Pass
- Pass with minor modifications (revisions to be completed in one month)
- Fail with reconvened examination within three months.

If a student fails on his/her second examination, he/she will be asked to withdraw from the program.

### 1.6.3 Thesis Format

The text of the MSc thesis should typically be no more than 50 pages long, excluding references, tables, figures, figure legends and appendices. Figures and tables should be placed in the thesis approximately where they are referred to in the text, and should be numbered consecutively. The references section must contain a complete listing of citations (all authors, title, journal, volume, page, etc.), and should conform to the most recent version of the American Psychological Association style guidelines. Figures or material copied from other sources must be credited and permission for use obtained.

Following a successful examination, the student must submit an electronic copy of the thesis to the School of Graduate Studies (check the SGS website for details) before the degree can be awarded. A bound copy (black with gold lettering) must be given to the Student Affairs Assistant in the Department of Speech-Language Pathology.

### 1.6.4 How Not To Plagiarize

For information on how not to plagiarize go to Writing at the University of Toronto:

<http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>

### 1.7 MSc to PhD Reclassification Examination

Master of Science candidates who have a high academic standing, who demonstrate outstanding potential for advanced research in the discipline, and who have successfully completed at least one session in the program, may request a reclassification examination. Successful completion of the examination will allow the student direct advancement to the PhD program. A transfer into the PhD program must occur within 18 months of the student's first registration in the master's program. Earlier transfers are recommended (e.g., within 12 months). **If successful, the student enters the equivalent month/year of the PhD program. Once the student reclassifies, all the regulations and timelines of the PhD program take effect.** The MSc thesis is not completed and the MSc degree is not conferred.

The student should discuss with the research supervisor and the members of the supervisory committee, his or her intention to take the reclassification examination. If the supervisor and the members of the supervisory committee support the student, the supervisor should discuss the intention to request a transfer with the Coordinator of Graduate Studies. Subsequently, the supervisor submits a formal letter to the Coordinator of Graduate Studies noting the graduate student's academic record, progress made to date, the reasons for requesting a transfer, and the current/proposed membership of the candidate's supervisory committee. Following approval of the request by the

Coordinator of Graduate Studies, the student's supervisory committee will act as the Reclassification Examination Committee.

Prior to the examination, the student will prepare either (a) a written summary of a research study initiated during the master's degree program, including a thorough literature review with appropriate references, research questions and hypotheses, methods, and results (if applicable) or (b) a written proposal concerning the doctoral research, including a thorough literature review with appropriate references, research questions and hypotheses, and proposed research methods. The written submission will not exceed 20 double-spaced pages, excluding references and appendices. The student will circulate it to the members of the Reclassification Examination Committee at least two weeks prior to the examination. At the examination, the candidate will be asked to present a 20-minute oral synopsis of the proposed research, followed by questions from the members of the Reclassification Examination Committee.

The examination will cover the research study or research proposal, as well as the candidate's general academic preparation for research in the area of interest. Successful completion of the examination is contingent upon the Reclassification Examination Committee's judgement of the academic standing in courses taken to date, appropriateness of proposed research, and the potential to undertake successful research at a doctoral level. Upon completion of the examination, the Reclassification Examination Committee jointly will complete the *Reclassification Examination Assessment Form* (see *FORM 3* next page).

The Reclassification Examination Committee will make recommendations to the Coordinator of Graduate Studies concerning course requirements and transfer credits. Following successful passing of the transfer examination, the department will then process the transfer application as set out by the School of Graduate Studies.

Transfer of course credit: MSc students who have successfully completed the reclassification examination into the PhD program may qualify for transfer of the academic credits earned during the MSc program toward the required course work for the PhD program in speech-language pathology, if recommended by the Reclassification Examination Committee and approved by the Coordinator of Graduate Studies. **(policy approved by SAC on June 28, 2006).**

In exceptional circumstances, a PhD candidate can be allowed to transfer back into the MSc program.

## 2.1 PhD Course Requirements

Normally, applicants for the PhD degree in speech-language pathology will have completed a Master's degree in speech-language pathology or related discipline. As part of their Doctor of Philosophy program, students are required to complete two full courses (or four half courses). These courses are determined jointly by the student, his or her supervisor and the members of the supervisory committee. The courses generally will focus on the area of research specialization chosen by the student, although doctoral students typically also will be required to take advanced coursework in the area of research design and methodology. All doctoral students are required to take **SLP 4001H - Philosophical and Theoretical Foundations of Communication Sciences** during their program. Another course on research theory in areas related to the student's topic may be substituted with the permission of the Coordinator of Graduate Studies. Students with no previous background in speech-language pathology may be asked to complete additional course work, as determined by the student's supervisor and/or supervisory committee.

<b>Courses</b>	<b>Minimum required: 2 full course equivalents</b>
<b>1. Research Methods and Statistics</b>	<b>1 full course (or equivalent)</b>
<b>2. Area of Interest</b>	<b>½ course</b> As determined by research supervisor and/or supervisory committee
<b>3. Required Course</b>	<b>½ course</b> SLP4001H - Theoretical and Philosophical Foundations of Speech-Language Pathology (If this course is not offered, students may take another theoretical course equivalent with prior permission from the Graduate Coordinator).
<b>3. Other Course Requirements</b>	Optional: Students with no background in speech-language pathology may require additional course work, as determined by the supervisory committee.
<b>4. Research Colloquia</b>	<b>Required participation (no credit)</b>

## 2.2 Research Symposia - Participation

All PhD students will be required to participate in regularly scheduled Research Colloquia. Each PhD student is expected to present a report on his or her ongoing research once a year. Faculty members and other students will be asked to complete a brief evaluation form concerning each student's presentation. The primary intent of this evaluation is to provide the student with constructive comments on the content and format of the presentation.

## 2.3 Doctoral Comprehensive Examination (Revised July 1, 2013)

### 2.3.1 The Purpose of the Comprehensive Exam

The comprehensive examination consists of a 20-page, double-spaced research proposal. The overall aims of the comprehensive examination are to: (a) provide the student with constructive feedback on the proposed area of research, (b) ensure the student's progress on route to completion of the PhD, and (c) determine if the student should proceed with the PhD, or if he/she will be required to leave the program.

### 2.3.2 The Examination

At a time determined by the student and his or her supervisor, typically in consultation with the members of the supervisory committee, the student will fulfill the comprehensive requirement. This will normally occur during the second year of study. It may occur earlier at the supervisor's request. For students conducting several studies for their dissertation, it may occur after the first (pilot) study in the series, and before the second study.

The 20-page double-spaced proposal will have a brief review of the literature that is directly relevant to the proposed study (5 pages) and a detailed description of the methodology (15 pages). References and required appendices are not included in the 20-page limit. Results of previous pilot work must be integrated into the review of the literature. The student may develop the research proposal in conjunction with his/her supervisor and/or supervisory committee.

The Comprehensive Evaluation Committee consists of the student's primary supervisor, the members of the student's supervisory committee, and one external member who is generally a faculty member (full-time, cross-appointed, or adjunct) in the Department of Speech-Language Pathology. The Associate Chair of the Department of Speech-Language Pathology will chair the meeting. The external member is normally selected by the Coordinator of Graduate Studies from a list of at least two potential members suggested by the student's primary supervisor after consultation with the student.

The student provides the members of the Comprehensive Evaluation Committee with a copy of the thesis research proposal at least three weeks prior to the scheduled examination meeting. At the time of the meeting, the student will present a 20-minute presentation on the research proposal.

During the examination, the chair of the Comprehensive Examination Committee will ensure that each examiner has one 10-minute round of questioning on the research proposal. In total, the meeting should be no longer than two hours, with the last half hour reserved for the committee members to discuss and provide written feedback on the student's written proposal and oral defense.

### 2.3.3 The Marking Scheme

The proposal and oral presentation will be evaluated using the evaluation system outlined below. At the end of the comprehensive examination, the *Comprehensive Exam Report Form* will be completed to provide the student with constructive feedback.

**Accept** - The proposal is satisfactory. No changes are required. The student continues in program.

**Accept with Minor Revisions** - The proposal is accepted with minor revisions. This category includes typographical errors, style errors, grammatical errors, problems in organization; a concept/idea may need explanation, expansion or clarification; a conclusion may need to be added; a key article(s) may need to be integrated into the literature. The student has one month to complete revisions to the proposal. The supervisor will approve of the changes and send an email to the Coordinator of Graduate Studies to this effect. It is not expected that a student will need more time and/or feedback, but this may be negotiated with the supervisor.

**Accept with Major Revisions** - The proposal is accepted with major revisions. A major revision may include revising a section of the proposal that requires reconceptualization; addressing a weakness in the methodology; or elaborating the discussion of a concept. Major revisions are typified by the need to spend more time examining or developing an issue. Remediation may include additional self-study. The student normally has up to 3 months to complete the revisions to the proposal. The revisions must be presented in writing and orally to a meeting of the supervisory

committee (without the external, fourth examiner). Upon approval, the supervisor will send an email to the Coordinator of Graduate Studies to this effect.

**Reject** - The proposal is rejected. The study design is inappropriate; an entire body of relevant literature is omitted or inadequately reviewed; a serious deficit in the student's knowledge is identified that will seriously affect the outcome of the study (e.g., no knowledge of the appropriate statistic or procedure); the student presents a severely flawed rationale. Remediation may include self-study or additional formal coursework. The student normally has up to 6 months to complete the revisions to the proposal. The Comprehensive Examination Committee, including the external examiner, must review the written and oral presentation of the proposal. Whenever possible, the external examiner will be the same individual who previously examined the student. The Associate Chair of the Department of Speech-Language Pathology will chair the meeting. The Comprehensive Examination Committee will complete a second version of the Comprehensive Examination Form. No extensions beyond 6 months will be given. If the proposal is rejected a second time, the student will be required to leave the PhD program.

*Comprehensive Examination Report Form (see FORM 1 next page)*

### **2.3.4 How Not To Plagiarize**

For information on how not to plagiarize go to Writing at the University of Toronto:  
<http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>

## **2.4 Satisfactory Progress toward the Degree**

All PhD students must make satisfactory progress toward the degree, as defined in the regulations of the School of Graduate Studies ([www.sgs.utoronto.ca](http://www.sgs.utoronto.ca)) and the departmental timelines for the program. For students enrolled in the 4-year PhD program, this will ordinarily mean that all degree requirements (e.g., coursework, comprehensive examination), except for the thesis, have been successfully completed by the end of the third year in the program. For students enrolled in the 5-year PhD program (i.e., students who transfer from the MSc to the PhD), this will ordinarily mean that all degree requirements, except for the thesis, have been successfully completed by the end of the fourth year in the program. Students who have not made satisfactory progress toward the degree will be denied further enrollment.

### **2.4.1 Achievement of Candidacy**

Following satisfactory completion of all program requirements except the thesis research, a student will achieve candidacy for the PhD degree. This status will be noted formally on the candidate's academic record and the individual will be entitled to use the title "PhD Candidate". A student who is required to make minor or major revisions following the doctoral comprehensive examination will achieve candidacy once the supervisor has notified the Coordinator of Graduate Studies that the revisions have been completed successfully, provided that all other degree requirements except the thesis have been met.

## **2.5 PhD Program Timeline**

### **2.5.1 Prior to enrolment:**

Prior to enrolment: student and supervisor select courses for first semester and submit the course list to the Coordinator of Graduate Studies for approval.

### **2.5.2 Within first semester:**

Within the first semester the student and supervisor establish the composition of the student's supervisory committee. The supervisor submits the names of committee members to the Coordinator of Graduate Studies for approval.

### **2.5.3 Within 6 months:**

Within 6 months the student schedules the first supervisory committee meeting. The student circulates a proposed course schedule and an outline of the proposed research topic to the supervisory committee at least 2 weeks prior to the meeting. The committee will discuss the course schedule and research topic at the meeting. The committee completes the supervisory committee form, making a formal report on student progress. In addition, the committee reviews/ revises the committee composition, if required. All suggested changes to the committee membership should be submitted to the Coordinator of Graduate Studies for approval.

### **2.5.4 At least every 6 months thereafter:**

At least every 6 months thereafter the student schedules regular supervisory committee meetings. The student circulates a progress report to the supervisory committee members one to two weeks prior to the meeting. The student may provide a handout of the PowerPoint slides at the meeting. The committee monitors the student's progress and completes the supervisory committee report form. The signed supervisory committee report form is submitted to the Coordinator of Graduate Studies for approval.

### **2.5.5 Comprehensive Requirement:**

At end of the first phase of the doctoral program, between 18 – 24 months, the student completes the doctoral comprehensive requirement. It may occur earlier at the supervisor's request. (Note: MSc students who reclassify into the doctoral program are considered to have registered in the PhD program as of the first date of their enrolment in the MSc program. This creates a shorter timeframe for the comprehensive examination.) The comprehensive requirement includes the oral defense of a 20-page research proposal (double-spaced). The examination committee is composed of the student's supervisory committee and one external faculty member in the Department of Speech-Language Pathology. The meeting is chaired by the Associate Chair of the Department of Speech-Language Pathology.

### **2.5.6 Candidacy:**

Following satisfactory completion of all required coursework and the comprehensive examination, a student will achieve candidacy for the PhD degree and enter the second phase of the doctoral program. The achievement of candidacy status will be noted formally on the academic record and the individual will be entitled to use the title "PhD Candidate".

### **2.5.7 Thesis research:**

The second phase of the doctoral program entails completion of the student's research thesis. The supervisory committee continues to meet every 6 months. In preparation for these supervisory committee meetings, the PhD candidate circulates a progress report to the committee one to two weeks prior to the meeting. The student may also provide a handout of the PowerPoint presentation to committee members on the date of the meeting. The committee monitors the student's progress, completes the supervisory committee report form. The form is given to the Coordinator of Graduate Studies for approval.

### **2.5.8 Upon completion of near-final thesis draft:**

Upon completion of the near-final thesis draft, the candidate provides copies of the draft thesis to the supervisory committee members. The student checks the availability of committee members prior to circulating drafts and ensures that committee members have three weeks to read the draft. The committee members review and provide suggestions on the draft, normally within three weeks of receiving it.

### **2.5.9 When revisions to draft are completed:**

When revisions to thesis draft are completed, the candidate provides copies of the near-final draft to the supervisory committee members. The committee members provide a written evaluation of the revised draft to the supervisor, normally within 3 weeks of receiving the draft, and indicate whether the thesis is ready for departmental examination. Upon receiving this feedback, the supervisor and candidate determine whether to proceed with the departmental defence. The supervisor contacts individuals to serve as examiners of the thesis and secures their agreement and availability for preferred and alternate dates. One examiner is a faculty member with an appointment in Speech-Language Pathology and the second is a faculty member at the University of Toronto without any affiliation to the Department, supervisor, or student.

### **2.5.10 When examiners are confirmed:**

When all the examiners are confirmed (i.e., supervisory committee members and two external faculty members), the supervisor submits a letter to the Coordinator of Graduate Studies indicating the Committee's approval of the thesis, the names of the two external examiners, and possible dates for the departmental examination. The PhD candidate provides each examiner with a complete copy of the thesis at least 4 weeks prior to the examination. The Student Affairs Assistant confirms the examiners and schedules a time and room for the examination.

### **2.5.11 No less than 4 weeks after examiners receive thesis:**

No less than 4 weeks after the examiners receive the thesis, the departmental thesis defence takes place. Guests may attend but may not ask questions or participate in the examination committee's deliberations following the oral defence. The PhD candidate arranges for audio-visual equipment, or other special needs required for defence.

### **2.5.12 After successful completion of the departmental defence:**

Upon the successful completion of the departmental defence of the thesis, the Student Affairs Assistant schedules the School of Graduate Studies final oral examination. The PhD candidate makes any corrections required by the departmental thesis examination committee. The candidate must check with the Student Affairs Assistant for additional arrangements. Normally, it takes up to eight weeks to schedule an SGS defense.

### **2.5.13 Following a successful SGS defence:**

Following a successful SGS thesis defence, the PhD candidate submits the thesis to the School of Graduate Studies. The candidate makes any required corrections prior to submission of final thesis. The student submits a bound copy (black hardcover with gold lettering) to the Student Affairs Assistant in the Department of Speech-Language Pathology.

## **2.6 PhD Research Supervisors**

Faculty members with an appointment of Full Member in the School of Graduate Studies can serve as supervisors of PhD students (see the list of full-time, status-only, cross-appointed, and adjunct faculty members).

The role of the supervisor is to guide and advise the student in the selection of a research project, and in the development of a research plan that will lead to the successful completion of the proposed project in the time considered appropriate for the completion of the degree. In addition, the supervisor will advise the student in the selection of coursework and additional training that is appropriate for the research and for the education of the student. Note: The Coordinator of Graduate Studies is responsible for the final approval of programmes of study.

The supervisor will act as a resource base, support person, and academic advisor to the student during the course of study. It is the responsibility of the supervisor to ensure facilities and resources are available that will allow the

student to complete the approved research project and course of study within an appropriate time frame. Normally, the student will complete his or her research project in the laboratory of the supervisor. Exceptions may be allowed if satisfactory supervision arrangements are in place. It is the responsibility of the supervisor to make appropriate arrangements for providing continuing optimal student supervision in circumstances where the supervisor anticipates that he or she will not be able to provide such supervision for an extended period of time. The supervisor is responsible for reporting to the Coordinator of Graduate Studies any problems that may threaten the timely completion of the student's program of study.

The supervisor, in consultation with the student, is responsible for the establishment of a supervisory committee within the first semester following registration in the program. (See also section 2.5)

The supervisor normally will chair the supervisory committee. It is the supervisor's responsibility to consult with the members of the supervisory committee, when appropriate, regarding matters affecting the academic or research activities of the student.

Annually in September, the research student and the supervisor will complete a statement of agreement that lists the responsibilities of the student and supervisor, and the funding agreement for the current academic year. The form also includes information on research safety and intellectual property rights. This form will be completed on-line in a Faculty of Medicine program called GradSIS. Students will be invited by e-mail to initiate the agreement process in GradSIS.

The supervisor and the student, in consultation with the other members of the supervisory committee, are responsible for suggesting dates to the Coordinator of Graduate Studies for the doctoral comprehensive examination, the departmental thesis examination, and the School of Graduate Studies final oral examination, and for suggesting names of members for each of the examination committees to the Coordinator of Graduate Studies. The final selection of examiners rests with the Coordinator of Graduate Studies.

## **2.7 PhD Supervisory Committee**

The supervisory committee shall consist of the student's primary supervisor and two or more other members who hold an appointment in the School of Graduate Studies (see list of full-time and adjunct faculty members). Members should be selected based on their expertise in the student's area of specialization. Normally, the student's primary supervisor will chair the supervisory committee. Any full-time faculty member or cross-appointed faculty member of the department may be a member of the student's supervisory committee. If considered appropriate for the student's research project, the Coordinator of Graduate Studies may approve the appointment of members who do not hold a full-time appointment or cross-appointment to the department. It is the responsibility of the Coordinator of Graduate Studies to approve the composition, or changes thereof, of the student's supervisory committee.

The role of the supervisory committee is:

- to advise and guide the student in the selection of course work and additional training that is appropriate for the research and education of the student.
- to provide advice and guidance in the selection of the research project, the development of an appropriate research plan, and the completion of the project in a timely manner. In some cases, the laboratory facilities of committee members may supplement those of the primary supervisor.

The supervisory committee shall meet with the student at least twice a year. It is the joint responsibility of the primary supervisor and the student to schedule the meetings at a time convenient to all members involved. The first meeting



shall take place within six months of the student's registration in the program. Further meetings of the committee shall be scheduled at least every six months thereafter. A room for the supervisory meeting must be booked through the department secretary.

At the beginning of each supervisory committee meeting, the student will provide the committee with a brief Progress Report, that includes the following updates: (a) course work completed (if any), (b) interdisciplinary work completed (e.g., research lab visits, courses, teaching assignments, workshops, conferences), (c) teaching and teaching assistantships completed, (d) publications and conference presentations, (e) an overview of the thesis research done to date, and (f) an outline of the time frame for the remainder of the program. The student will then present a summary of his or her research progress to date. This brief report will be appended to the supervisory report and placed in the student's file.

At the conclusion of each meeting, the committee shall collectively complete and sign a copy of the Supervisory Committee Report. It is the responsibility of the student to ensure that a copy of the report form is brought to each meeting, and that the original completed copy is returned to the Coordinator of Graduate Studies for approval and filing in the student's file. The student and supervisor should also keep copies of the reports.

In addition to the regularly scheduled meetings, members of the committee are expected to read near-final or final drafts of the thesis and to provide advice regarding its satisfactory completion. Prior to the scheduling of the final departmental thesis examination, each member of the committee shall submit a written review of the most recent draft of the thesis and indicate approval that a departmental thesis examination be scheduled. Approval of scheduling a final thesis examination by a member of the supervisory committee does not imply that the member agrees that the thesis has been completed successfully.

## **2.8 PhD Doctoral Thesis**

### **2.8.1 Thesis requirement**

Doctor of Philosophy students must complete a research thesis under the supervision of a faculty member in the Department of Speech-Language Pathology. The thesis must demonstrate a thorough knowledge of the theoretical and methodological foundations of scientific research in an area of specialization, and an ability to engage in independent research that contributes to the expansion of knowledge in the discipline. The topic of the student's PhD thesis should be developed in consultation with the supervisor and supervisory committee. It is expected that the PhD student will take a leading role in the formulation of the research question(s), the development of an appropriate methodology to answer the question(s), the data collection and analysis process, and the interpretation of the data in light of the hypotheses stated, and within the framework of previously published research and/or theoretical models.

Generally, successful completion of a doctoral thesis requires the completion of one or more preliminary studies, which can aid in developing hypotheses and in fine-tuning data collection and analysis methods. It is therefore recommended that the student begin working on the proposed research topic as early as possible following entry into the program.

Upon completion of the research project, a student must give a successful oral defense of the doctoral thesis at a Departmental Examination and at the School of Graduate Studies final oral examination as outlined below.

### **2.8.2 Procedures for departmental thesis examinations:**

1. In order for a PhD thesis to go forward to the department for examination, the student must obtain the approval from the majority of supervisory committee members that the thesis can proceed to the departmental thesis examination. A letter or email to this effect from the student's supervisor to the Coordinator of Graduate Studies will be required to initiate the examination process.
2. A complete copy of the thesis must be given to each member of the examination committee at least 4 weeks before the departmental thesis defence date.

3. The departmental Examination Committee for the PhD thesis defence will consist of the student's supervisory committee (supervisor and no more than two committee members), the Associate Chair or the Departmental Chair (this member chairs the examination committee), one additional member of the graduate faculty of the Department of Speech-Language Pathology, and a member of the graduate faculty external to the department but at the University of Toronto, for a maximum total of six (**a quorum for the examination will be 5**).
4. If an examiner connects to the exam by teleconference, the student will send an electronic or paper version of his or her presentation to the examiner ahead of time.
5. Students will be judged separately on the acceptability of the thesis and on the oral performance in its defence. Each member of the Committee shall vote as follows:
  - o Pass
  - o Pass with minor modifications
  - o Pass with major modifications
  - o Fail with reconvened examination within six months
6. If a student fails on his/her second examination, he/she will be asked to withdraw from the program.
7. Following successful completion of the departmental thesis examination, the student needs to defend the thesis successfully at the School of Graduate Studies final oral examination before the PhD degree is conferred.

### 2.8.3 Thesis format

The content and format of the PhD thesis should conform to the guidelines published by the School of Graduate Studies. Elements of the thesis (such as spelling, headings, footnotes, tables, figures, and references) should follow the most recent style guidelines published by the American Psychological Association.

### Section 3: Department of Speech-Language Pathology: MSc/PhD Courses

Course Number	Course Name and Description	Hours	Faculty
SLP 3001H	<i>Theoretical Foundations of Communication Sciences:</i> The purpose of this course is to provide students with the major theoretical models of cognitive-linguistic processes and speech motor control, along with supporting experimental data.	30	TBA
SLP 3002H	<i>Research Methodologies in Communication Sciences:</i> This seminar will familiarize students with research techniques and design options commonly employed in communication sciences. Students will also acquire the skills necessary for generating and developing concise, well-conceived research proposals.	30	TBA
SLP 3003H <sup>0</sup>	<i>Reading Seminar I</i> (For MSc students; as arranged.)	24	TBA
SLP 3004H,Y	<i>Reading Seminar II</i> (For MSc students; as arranged.)	24/60	TBA
SLP 4000H	<i>Reading Seminar I</i> (For PhD students; as arranged.)	24	TBA
SLP 4001H	<i>Philosophical and Theoretical Foundations of Communication Science:</i> This advanced seminar course will build on the material covered in SLP 3001H. The course provides participants with the philosophical and scientific knowledge of current models in the communication sciences that will enable them to become critical contributors to the scientific growth of the discipline.	30	TBA
SLP 4007H,Y	<i>Reading Seminar II</i> (For PhD students; as arranged.)	24/60	TBA

## Section 4: MSc/PhD Student FUNDING

### 4.1 University-Related Employment for Full-Time Graduate Students

Full time graduate students should be in a position to devote their full time and energy to a coherent program of graduate study and research, and should make full time progress toward completion of the requirements of that program. Even though university-related employment (such as an assistantship for teaching, research or administrative tasks) may provide a significant portion of the financial support that enables a graduate student to pursue graduate study, and may provide experience that supplements the formal academic program in developing skills relevant to a future faculty position or other career; too much time spent on employment activities diverts time and energy from the program of study and research, and delays completion.

The common benchmark for the maximum acceptable time spent on university-related (or other) employment for full time graduate students is an average of ten hours per week. Versions of the ten-hour rule have been adopted by the federal granting councils and the Ontario Graduate Scholarships, as well as by the Ontario Council on Graduate Studies. This is taken from the website of the Ontario Council on Graduate Studies. The full text may be found at: <http://ocgs.cou.on.ca/bin/home/employment.cfm>

### 4.2 MSc/PhD Travel Awards

Annually in September, the Department will announce the application procedure for MSc/PhD Travel Awards. The availability and amount of the awards may vary annually, depending on funds available. These travel awards may be used to offset travel to conferences to present research that is directly related to the MSc/PhD student's dissertation. If the number of applications for travel awards exceeds the available funding, the travel awards will be adjudicated and the recipients selected by the Admission and Awards Committee.

### 4.3 MSc/PhD Financial Awards Available

MSc and PhD students registered in the Department of Speech-Language Pathology receive financial support consistent with the University of Toronto's guaranteed funding policy for a total of up to four years of study (five years if a student starts in the MSc program and reclassifies into the PhD program). If such support is not derived from external fellowships or awards, then it is expected that the supervisor will provide the necessary funding. In accordance with departmental policies, the department may provide part of this funding for up to one student per supervisor. No departmental funding is provided for international students.

- The minimum stipend for MSc and PhD graduate students in SLP is **\$15,000.00 plus tuition and fees** per annum (tuition and fee amounts are higher for international than for domestic students).
- Full funding **will** be provided for up to 2 years for the MSc program and up to 4 years for the PhD program. Students who transfer from the MSc program to the PhD program will receive up to 5 years of full funding.
- External awards (i.e., CIHR Doctoral Award, TRI, OGS, or NSERC Studentship) will be counted in the guaranteed funding amount.

The funding package for each student will consist of a combination of external funds obtained, supervisor's grants, University of Toronto Open Fellowship funds, and external awards.

#### **4.4 Department and/or University Funds - no application required**

University of Toronto Open Fellowships: Annually, the Department of Speech-Language Pathology receives U of T Open Fellowship funding from the Faculty of Medicine. These funds are used to provide the funding package to MSc and PhD students.

Donalda J. McGeachy Entrance Scholarship (MSc/PhD). This award, valued at \$16,000.00 for an MSc student and \$18,000.00 for a PhD student, is tenable for one year only. It is given to incoming students with excellent academic record. (Normally an annual award, it may not be offered every year if sufficient funds exist to provide the full funding stipend from the University of Toronto Open Fellowships.)

#### **4.5 External Awards - Application Required**

All continuing MSc and PhD students are required to submit applications annually for one or more of the following. The Student Affairs Assistant will circulate award information electronically in the Fall term.

- Ontario Graduate Scholarship (Winter deadline)
- SSHRC/NSERC Scholarships (Fall deadline)
- CIHR Fellowships (Fall Deadline)
- TRI (Toronto Rehabilitation Institute) Awards (Winter deadline)

#### **4.6 Alumni Award - Application Solicited Annually**

- Paula Square Travel Award (provided annually to an outstanding PhD student to assist with the cost of travel to present research at a national or international conference)

#### **4.7 Additional Awards and Bursaries - Application Required**

- SGS Travel Award
- ASHA Foundation Scholarships: Masters and Doctoral Research Awards <http://www.ashfoundation.org>.

### **Section 5: How the Department Works**

#### **5.1 Department Administration**

The department has three academic administrators, the Chair, the Associate Chair and the Coordinator of Graduate Studies.

The Chair is responsible for all aspects of the Department's functioning, including strategic directions, personnel, hiring, budget, fund raising, public relations, department reviews, communications, and the overall integrity of the SLP academic program. The Chair is assisted by the departmental secretary and the department's Business Officer.

The Associate Chair assists in all aspects of the Department's functioning, including fund raising, faculty promotions, and communications. The Associate Chair is the acting Chair in the Chair's absence. The Associate Chair is available to all MSc and PhD students for discussion on any matter concerning their graduate studies.

The Coordinator of Graduate Studies is responsible the academic integrity of the graduate program and for ensuring that the Department and students adhere to the rules and regulations of the School of Graduate Studies. The

Graduate Coordinator is assisted by the Student Affairs Assistant. For all advice concerning admissions, awards, or your program of study please see the Student Affairs Assistant or the Coordinator of Graduate Studies.

### **If you have a problem...**

As a graduate student a number of systems are available to help you with any problems that arise during your studies. Each student in the MSc and PhD program has an individual faculty supervisor whom they should meet with regularly to discuss progress in the program. The supervisor is available for discussions and practical support in any situation affecting your studies. Situations commonly discussed include academic and career opportunities, publications and writing, academic problems, housing and financial worries - in fact, anything that may impinge on a student's studies toward career and personal goals. Also, all MSc and PhD students should feel free to approach any member of the faculty for confidential discussions. If you are unsure about how to deal with a problem, please book a confidential meeting with the Associate Chair or the Coordinator of Graduate Studies to get advice and assistance. Finally, if your problem isn't resolved after meeting with these individuals, book a confidential meeting to speak with the Chair.

### **5.2 MSc/PhD Student-Faculty Liaison Committee**

The Associate Chair meets with all the MSc and PhD students on a regular basis, generally following one of the Research Colloquia. The role of the MSc/PhD Student-Faculty Liaison Committee is to provide a forum for the discussion of policies and procedures regarding research activities, financial aid, thesis supervision, and other topics. The agenda of these meetings may be set jointly by the students and the Associate Chair. From time to time, this committee may undertake special tasks (e.g., research orientation for MSc students, supervision workshops). The Associate Chair will resolve issues that arise by discussing matters with administrative staff or faculty and bring resolutions to the students within a reasonable time frame.

### **5.3 Transfer Credits**

Students entering the program from other graduate courses may apply for transfer of academic course credits in accordance with the terms of reference set out in the *School of Graduate Studies Calendar*. (Clinical course credits will *not* be considered for transfer.) Applicants who wish to apply for transfer credits must submit a written request to the Coordinator of Graduate Studies *at the time of application* to the program. The letter must be accompanied by a photocopy of the catalogue description *and* the syllabus for the course for which the transferred credit(s) are being requested. Transfer of credits will be granted upon the consent of the current instructor(s) of the course(s) which the transferred course credit(s) will replace *and* approval of a majority of the admitting members of the departmental Admissions and Awards Committee

### **5.4 General Classroom Rules**

1. No food is allowed in any computer, clinical, or resource rooms.
2. Clinic rooms on the fourth floor of 500 University Avenue are to be used only for research or clinical activities with authorization from the student's supervisor. These rooms are not to be used for studying purposes. Students must sign up for the use of a clinic room by contacting the Departmental Secretary.
3. The Rehabilitation Sciences building houses other departments and access to the building is not restricted during the day. Please be security conscious. Be sure to keep all doors locked. Campus Police emergency phone number is: 416 978-2222.

## 5.5 Photocopying, Fax, and Phone

1. Students have access to the computing and printing facilities in their supervisor's lab and in the photocopy room on the 10<sup>th</sup> floor. All students will be assigned a code for photocopying and printing. The cost of printing and copying is supported by ancillary fees paid by students at the beginning of the academic year.
2. All labs have telephones. Please obtain the phone number from your supervisor.
3. Students have access to the fax machine in the photocopy room. The fax number for incoming faxes is 416-978-1596.

## 5.6 Email Accounts

All students must obtain a University of Toronto email account (name@mail.utoronto.ca) within two weeks of the start of term. All departmental email will be distributed to mail.utoronto.ca addresses only. No other email addresses (hotmail, gmail, etc.) will be used in departmental distribution lists. You may forward your mail.utoronto mail to your personal service provider by going to www.mail.utoronto.ca and following the steps to modify your mailbox. Note that some providers (e.g., hotmail) limit the size of attachments that can be received. Therefore, students using such accounts risk having email messages rejected. Upon receiving and installing your mail.utoronto email account, please send an email message indicating your email address, to the Student Affairs Assistant.

## 5.7 Access to Student Records

In order to allow the department, or any of its faculty or staff members, to release in written or oral form a graduate student's record or part of a record (including letters of reference), to another party (i.e., someone who is not a member of the University of Toronto or someone who is a member of the University of Toronto, but does not need the information in the course of her/his administrative responsibilities), the student needs to provide *written* consent prior to the release of this information.

## 5.8 Sign-out of Clinical Materials

The department has materials for clinical assessment and intervention available to MSc and PhD students for use in their Teaching Assistant positions or research. These tests are stored in Room 452 and intervention materials are stored in the Resource Centre, Room 414. Ordinarily, tests, clinical and teaching materials, and equipment may not be removed from 500 University Ave. In general, borrowed items must be used at 500 University Ave and returned on the day they are signed out. An exception to this rule may occur for tests that are used for research purposes over a longer time period. The Student Resource Monitors from the Year I and Year II MHSc classes will assume primary responsibility for regular monitoring of the sign-out and return of clinical materials and tests. Generally, students must allow a minimum of 24 hours notice to borrow the materials or tests.

Students and faculty are responsible for any loss or damage to clinical materials that they have borrowed.

## 5.9 Sign-out of Equipment

The Department of Speech-Language Pathology has audio/visual equipment that can be borrowed and/or used for recording and presenting in classes. To borrow any of the audio/visual equipment, please contact the Business Manager at (416) 978-4989 – Room 1056. Students and faculty are responsible for any loss or damage to equipment that they have borrowed.

### **5.10 Academic Accommodation Needs due to a Disability**

Any MSc or PhD student with a disability (temporary or permanent) who requires academic accommodation must register with Accessibility Services (St. George Campus). Information on how to register can be found at <http://www.accessibility.utoronto.ca/> or 416-978-8060. Accommodations for examinations and in class accommodations (e.g. assistance as part of an accommodation plan) are made through Accessibility Services, not your instructor.

### **5.11 Accessibility for Ontarians with Disabilities Act**

If you are having difficulty in the Department of Speech-Language Pathology due to a disability and would like assistance or have a concern please contact Tina Abbatino ([t.abbatino@utoronto.ca](mailto:t.abbatino@utoronto.ca) or 416-946-5456). The administrative team in the Department would be happy to work with you to resolve any issue. Further information on the AODA can be found at [www.aoda.utoronto.ca](http://www.aoda.utoronto.ca)