



2015 MSc / PhD STUDENT HANDBOOK

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[Appendix A](#) -SUPERVISORY COMMITTEE REPORT

[Appendix B](#) -MSc to PhD RECLASSIFICATION EXAMINATION ASSESSMENT FORM

[Appendix C](#) - COMPREHENSIVE EXAMINATION REPORT FORM

Introduction

The Department of Speech-Language Pathology offers two research degree programs, a Master's of Science (MSc) and a Doctor of Philosophy degree (PhD). The MSc degree generally takes two years to complete, while the PhD is usually completed in 4 years. Both degree programs require full time study.

The Master of Science (MSc) degree in speech-language pathology is a full-time research degree program that is aimed at providing you with the basic research skills required for the scientific study of normal and disordered speech-language, and swallowing processes in children and adults. Although the MSc degree in speech-language pathology can be the terminal degree for a number of students, its primary objective is to prepare you for advanced doctoral studies in the discipline.

It is mandatory for any MSc student to have identified a supervisor *prior* to submitting an application. Faculty members with an appointment of Associate Membership or higher in the School of Graduate Studies can serve as supervisors of MSc stream students. Supervisors must be full-time members or cross-appointed faculty in the Department of Speech-Language Pathology

The Doctor of Philosophy (PhD) degree in speech-language pathology is designed to prepare you to contribute to the advancement of understanding in the areas of normal and disordered speech-language and swallowing processes and their treatment. We offer a wide range of specializations in the discipline of speech-language pathology.

It is mandatory for any PhD student to have identified a supervisor *prior* to submitting an application. Faculty members with an appointment of Full Membership in the School of Graduate Studies can serve as supervisors of doctoral stream students. Supervisors must be full-time members or cross-appointed faculty in the Department of Speech-Language Pathology

Section 1: MSc Program Requirements

1.1 MSc Research Supervisor

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

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 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.

1.2 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 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. A room for the supervisory meeting must be booked through the department secretary by the student.

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. At the end of the first meeting and any subsequent meetings, the supervisory committee shall collectively complete and sign a copy of the Supervisory Committee Report (Appendix A).. 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. The original signed 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,
- (f) and 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. 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 indicate their 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

1.3 Required Courses

Candidates for the Master of Science program are required to complete satisfactorily a minimum of two full credit courses or their equivalent (i.e., four half credit 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 must be completed and given to the Student Affairs Officer at the start of each term.

Courses	Minimum required: 2 full course equivalents
1. Research Methods and Statistics	1 full course credit equivalent 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.
2. Area of Interest	1 full course credit equivalent As determined by research supervisor and/or supervisory committee.
3. Other Course Requirements	Optional: Students with no background in speech-language pathology may require additional course work, as determined by the supervisory committee.
4. Research Colloquia	Required participation (no credit)

1.3.1 Research Colloquia Participation

All MSc students will be required to participate in regularly scheduled Research Colloquia. Each MSc student is expected to present on his or her ongoing research once a year. Faculty members and other students may 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.

1.3.2 Reading Seminar Course Codes

Students may make arrangements with a faculty member to enrol in a reading seminar specific to the topic of research interest. The course syllabus must be approved by the Graduate Coordinator.

Course Number	Course Name and Description	Hours
SLP 3003H0	Reading Seminar I (For MSc students; as arranged.)	24
SLP 3004H,Y	Reading Seminar II (For MSc students; as arranged.)	24/60

1.4 MSc Program Timeline

1.4.1 Prior to enrolment:

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

1.4.2 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).

1.4.3 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. The committee completes a formal supervisory report on student progress, and reviews/revises the committee composition if required. The student submits the signed supervisory committee report to the Coordinator of Graduate Studies for approval and placement in the student's file after reviewing it with the primary supervisor.

1.4.4 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, completes a formal supervisory committee report, and reviews/revises the committee composition if required (and secures the approval of the Coordinator of Graduate Studies for changes). The student submits the signed supervisory committee report to the Coordinator of Graduate Studies for approval and placement in the student's file after reviewing it with the primary supervisor. Copies should be provided by the student to all supervisory committee members as well.

1.4.5 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.

1.4.6 When revisions to draft are completed:

The student provides copies of the final draft to committee members. The committee members review the revised draft and indicate to the supervisor whether the thesis is ready for examination, normally within 3 weeks. The supervisor and student determine when 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.

1.4.7 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.

1.4.8 No less than 4 weeks after examiners receive thesis:

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

1.4.9 After the 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 corrections. Upon satisfactory completion of the corrections, 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). The student must also submit a bound copy (black with gold lettering) to the Student Affairs Assistant in the Department of Speech-Language Pathology within three months of the final defence.

1.4.10 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.

1.5 MSc Thesis

1.5.1 Thesis Requirements

All MSc students must complete a supervised research project, which must 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, peer-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.

1.5.2 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.

1.5.3 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, 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 a faculty member in the Department of SLP on a rotating basis.

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.

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. The student must also submit a bound copy (black with gold lettering) to the Student Affairs Assistant in the Department of Speech-Language Pathology within three months of the final defence.

1.5.4 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>

1.6 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 semester 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 proposed membership of the candidate's supervisory committee for the PhD program. Following approval of the request by the Coordinator of Graduate Studies, the student's existing MSc supervisory committee will act as the Reclassification Examination Committee.

A chair is required to conduct the Reclassification Examination. Arrangements for chairing the examination are made through the offices of the Graduate Coordinator and the Graduate Student Affairs Assistant. During the examination, the chair of the Reclassification Examination will ensure that each committee member has one 10-minute round of questioning about 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 feedback on the student's performance during the examination.

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 planned 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. The Student Affairs Assistant confirms the chair and examiners and schedules a time and room for 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 Appendix B)*.

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.

Section 2: PhD Program Requirements

2.1 PhD Research Supervisors

Faculty members with an appointment of Full Member in the School of Graduate Studies can serve as (primary) 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 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. External examiners for the SGS final oral examination must be approved prior to the exam by SGS.

2.2 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 committee 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 (Appendix A). 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 after reviewing it with the supervisor. 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 review the thesis and indicate their 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.

2.3 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 credit courses (or four half credit 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. 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.

Courses	Minimum required: 2 full credit course equivalents
1. Research Methods and Statistics	1 full credit course (or equivalent)
2. Area of Interest	½ credit course As determined by research supervisor and/or supervisory committee
3. Other Course Requirements	Optional: Students with no background in speech-language pathology may require additional course work, as determined by the supervisory committee.
4. Research Colloquia	Required participation (no credit)

2.3.1 Research Colloquia - Participation

All PhD students will be required to participate in regularly scheduled Research Colloquia. Each PhD student is expected to present on his or her ongoing research once a year. Faculty members and other students may 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.

2.3.2 Reading Seminar Course Codes

Students may make arrangements with a faculty member to enrol in a reading seminar specific to the topic of research interest. The course syllabus must be approved by the Graduate Coordinator.

Course Number	Course Name and Description	Hours
SLP 4000H	Reading Seminar I (For PhD students; as arranged.)	24
SLP 4007H,Y	Reading Seminar II (For PhD students; as arranged.)	24/60

2.4 Doctoral Comprehensive Examination (Revised July 1, 2013)

2.4.1 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.

2.4.2 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 and must occur by the end of the third 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 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.

A chair is required to conduct the Comprehensive Examination. Arrangements for chairing the examination are made through the offices of the Graduate Coordinator and the Graduate Student Affairs Assistant. During the examination, the chair of the Comprehensive Examination will ensure that each committee member has one 10-minute round of questioning about 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 performance during the examination.

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. The Student Affairs Assistant confirms the chair and examiners and schedules a time and room for the examination.

At the time of the meeting, the student will make a 20-minute presentation on the research proposal.

2.4.3 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 (Appendix C)* 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 at which time a second comprehensive examination will be held. The Comprehensive Examination Committee, including the external examiner, must review the written and oral presentation of the revised proposal. Whenever possible, the external examiner will be the same individual who previously examined the student. 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 (Appendix C)

2.4.4 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>

2.5 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) 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 transferred 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.

2.5.1 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.

2.6 PhD Program Timeline

2.6.1 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.

2.6.2 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.

2.6.3 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 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.

2.6.4 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 after the supervisor has reviewed it with the student.

2.6.5 Comprehensive Requirement:

At end of the first phase of the doctoral program, between 18 – 36 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 a faculty member in the Department of SLP on a rotating basis.

2.6.6 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".

2.6.7 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 and completes the supervisory committee report form. The supervisor reviews the form with the student, who then gives it to the Coordinator of Graduate Studies for approval and filing. Copies should be provided by the student to all supervisory committee members as well.

2.6.8 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.

2.6.9 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 review the thesis draft, normally within 3 weeks of receiving it, 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.

2.6.10 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. It is the responsibility of the PhD candidate to provide 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.

2.6.11 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.

2.6.12 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 defence.

2.6.13 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 within three months of the final defence.

2.7 PhD Doctoral Thesis

2.7.1 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 subsequently at the School of Graduate Studies Final Oral Examination (FOE) as outlined below.

2.7.2 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.

2.7.3 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), one additional member of the graduate faculty of the Department of Speech-Language Pathology, and up to two members 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**). A non-voting Examination Chair will be appointed by the Graduate Coordinator.
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. The votes will tabulated and recorded by the Examination Chair who is also responsible for recording the comments made by the committee members regarding required changes or additions to the thesis.
7. If a student fails on his/her second examination, he/she will be asked to withdraw from the program.

8. Following successful completion of the departmental thesis examination, the student must defend the thesis successfully in a School of Graduate Studies Final Oral Examination before the PhD degree is conferred.

2.7.4 Procedures for SGS Final Oral Examinations

1. In order for a PhD thesis to go forward to the School of Graduate Studies for a Final Oral Examination (FOE) the student must have successfully defended the thesis at the departmental level.
2. The Supervisor will propose three or more possible external appraisers to the Graduate Coordinator, who will select one of them, determining that individual's availability. The external appraiser must be at arm's length from both the Candidate and the supervisor(s).
3. The Final Oral Examination Committee shall consist of four to six voting members. Because quorum is four voting members, SGS recommends including at least 5 voting members to ensure the exam proceeds as scheduled. The Committee must include:
 - a) At least one member, but not more than three members, of the Candidate's supervising committee.
 - b) At least two examiners who have not been closely involved in the supervision of the thesis. These include: the External Appraiser, members of the faculty appointed to the Candidate's graduate unit, and members of the faculty appointed to other graduate units of the University.
 - c) A non-voting Chair appointed by SGS.
4. A complete copy of the thesis must be given to the External Appraiser at least 6 weeks prior to the date of the examination. Each member of the examination committee must receive a copy of the thesis at least 4 weeks prior to the defence date. Students will be judged separately on the acceptability of the thesis and on the oral performance in its defence. Members must vote yes or no on the question of whether or not the thesis and its defense are acceptable. **More than one negative vote (or abstention) causes the thesis examination to be adjourned.**
5. Those committee members who find the thesis acceptable must also indicate whether the thesis is acceptable as is, or requires minor corrections or minor modifications.

Minor corrections involve typographical errors, errors in punctuation, or problems in style; they must be correctable within one month.

Minor modifications are more than changes in style and less than major changes in the thesis. A typical example of a minor modification is clarification of textual material or the qualification of research findings or conclusions. Minor modifications must be feasibly completed within three months.

For complete guidelines for the Doctoral Final Oral Examination, please see <http://www.sgs.utoronto.ca/Documents/FOE+Guideline.pdf>

2.7.5 Procedures for Thesis Distribution in Departmental/ SGS Final Oral Exams

For detailed information on producing your thesis, please visit the website:
<http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>

2.7.4.1 Before the Defense

1. The Student Affairs Office will schedule the date for the defense.
2. It is the responsibility of the student to send an electronic copy of the thesis to the Student Affairs Office once the exam date has been confirmed.
3. The Student Affairs Office will send the electronic copy to the Committee Members when confirming the date of the exam.

4. The office will also check if any members require a hard copy. If so, the student will be informed.
5. It is the responsibility of the student to make and distribute the hard copies to all committee members who request them, with the exception of the external appraiser.
6. If the external appraiser requires a hard copy, the Student Affairs Office will send them a copy.

2.7.4.2 After the Defense

1. Electronic Thesis Submission to SGS

Master's and PhD Students must submit the final version of their thesis to SGS in electronic form after their thesis supervisor has approved the final thesis.

For detailed information on Electronic Thesis Submission, please visit the website:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Electronic-Thesis-Submission.aspx>

2. Submission of a Hard Copy to the Department/ Supervisor/ Committee Members

Both the Department and the Supervisor require a bound copy of your final thesis for their records. A sample copy can be viewed in the Student Affairs Office. The final copy of the bound thesis must be submitted to the department within 3 months of the FOE. Students should check with committee members to ask if they also require a copy.

Section 3: MSc/PhD Student FUNDING

3.1 MSc/PhD Travel Awards

Depending on the availability of funding, the Department will announce the application procedure for MSc/PhD Travel Awards in the fall. The availability and amount of the awards may vary annually. 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.

3.2 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. Top-ups for students who receive an external award are not provided.

- External awards valued at \$3000 or less and for which demonstration of financial need is required as part of the application will not be counted in the guaranteed funding amount, and may be held in addition to the total funding package.

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.

3.3 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 records. This award may not be offered every year.

3.4 External Awards - Application Required

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

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

3.5 Alumni Award - Application Solicited Annually

- Paula Square Travel Awards are provided annually to two outstanding PhD students to assist with the cost of travel to present research at a national or international conference. The submitted abstract must have been accepted for presentation at the time the application is made

3.6 Additional Awards and Bursaries - Application Required

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

Section 4: Safety Abroad

Any student who travels abroad under the University of Toronto banner is participating in a University-sanctioned activity. These activities may include, but are not limited to opportunities that are part of a student's academic program (either for credit or for research), that involve funding from the University to support the travel or that are as informal as a student making use of their professor's relationships with partner institutions overseas. All students who are participating in a University-sanctioned activity abroad are required to register with the Safety Abroad Office and to follow the Safety Abroad Guidelines.

The Safety Abroad Guidelines (SAG) were created in collaboration with the Vice Provost's Office to provide a

framework for evaluating international travel at it relates to U of T students. All faculty or staff members who support students who travel as part of a University-sanctioned activity should reference the guidelines to better understand the roles, responsibilities and procedures associated with preparing students to travel. Failing to comply with the guidelines could result in serious consequences, such as the loss of student funding, credit or even emergency assistance.

4.1 Traveling Abroad as a U of T Student:

The Safety Abroad Office (SAO) is a service available to U of T students who travel abroad for a University activity. The SAO partners with students, staff and faculty to minimize risk by:

- Providing Safety Abroad Workshops
- Monitoring security situations
- Assisting students with emergencies abroad
- Offering 24/hr Emergency line

4.2 Travel Preparations (Time Sensitive)

If you are going abroad on a "U of T activity", in other words if you are getting credit, funding or sanctioning from the University, than you will have to register with the Safety Abroad Office before you travel.

All students must complete the following items at least one month before travel:

1. [Safety Abroad Workshop](#)
2. [Safety Abroad Database](#)
3. Waivers
4. Obtain Supplementary Health Insurance

4.3 New Safety Abroad Steps Required before Travel:

There are now two different pathways for students to take to register, depending on the nature of your travel and how it is being processed by the University. The two pathways are Program Travel Registration and Department Travel Registration

A trip is considered, Program Travel if:

- 1) Someone from U of T is organizing part of your travel;
- 2) You are taking a trip as part of a group or field trip (ex. Exchange, internships or practicums)

A trip is considered Department Travel if:

You are taking a trip that is organized by yourself and at a time that is independent from conventional semester dates (ex. Conference or independent research)

Department Travel Registration - To kick-start your registration process you should:

1. Fill in [Online Registration Request form](#)
The SAO will register you and send you a confirmation email, you can then sign on to the [Safety Abroad Database](#) and fill in your profile completing Emergency Contact, Passport and Travel Health insurance information
2. Attend [Safety Abroad Workshop](#) (valid for 1.5 years)
3. Sign and submit **waivers** to the Safety Abroad Office
4. Get Supplementary **Health Insurance**

Section 5: MSc/PhD Student Vacation Time

As a general rule, students might reasonably expect up to three weeks (15 working days) per year in personal time off, plus statutory holidays, under the following conditions:

- Time off provisions should be negotiated, in a clear and transparent manner, between the supervisor and the graduate student.
- Time off should not compromise the research program and/or the student's graduate studies. Students must ensure that laboratory work, experimentation and other time sensitive activities are either completed, or arrangements made for others to continue ongoing work.
- Consideration should be given to when the building or lab is closed (i.e. winter holidays) when taking time off.
- Time sensitive deadlines (i.e. award applications, abstract submissions) must be taken into consideration.
- Time off cannot be carried forward from year to year.
- Time off should be requested as far in advance as possible.
- The student and supervisor should be able to maintain contact as appropriate if the student is away for an extended period.
- Given that students receive remuneration as a stipend, not salary, the stipend continues, unaffected by this personal time off.
- Attendance at social activities within the academic community (departmental picnic etc.) or scientific meetings do not fall under the category of personal time off. Sick leaves or absences for health reasons must be documented and do not fall under category of personal time off however, extensive time off will likely result in less productivity (i.e. publications) and a doctoral program that goes beyond the funded allotment of 4 years.

Statutory holidays include: Christmas Day, Boxing Day, New Year's Day, Family Day (3rd Monday in Feb), Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day [total = 10 days]

Christmas break – the building is closed however academics do not have 'time off' per say

Reading week is not 'time off', but instead a time when no formal meetings or other commitments should be scheduled. This is an opportunity to claim protected time to accomplish targeted academic tasks (i.e. write a manuscript)

Policy on Research Student Vacation Time approved at the Departmental Retreat, June 19, 2014.

Section 6: MSc PhD Employment for Full-Time Graduate Students

6.1 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>

Section 7: MSc / PhD How the Department Works

7.1 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 for 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.

7.2 If you have a problem...

As a graduate student a number of resources 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 progress 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.

7.3 MSc/PhD Student-Faculty Liaison Committee

The Chair meets with all the MSc and PhD students on a regular basis. 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.

7.4 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

7.5 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 10th floor. All students will be assigned a code for photocopying, scanning 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. International calls are not permitted unless approved in writing by supervisor.
3. Students have access to the fax machine in the photocopy room. The fax number for incoming faxes is 416-978-1596.

7.6 General Classroom Rules

1. No beverages or food are allowed in any computer or PBL rooms. Beverages and food are allowed in the classrooms. We ask that students be careful to wipe up any spills and place garbage in designated bins. Your assistance in keeping the classrooms clean is greatly appreciated.
2. Clinic rooms on the fourth floor are to be used only for assigned clinical activities with authorization from faculty. These rooms are not to be used for studying purposes. You must sign up for the use of a clinic room by contacting the Departmental Secretary at 416-946-5456 or by email at slp.chair@utoronto.ca.
3. Case study rooms are located on the second floor. Included are 222, 224, 238, 240, 251, 255. The primary purpose for these rooms is for teaching and clinical teaching; however students may use these rooms for quiet study when they are not being used for teaching purposes. See study room schedule for room availability.
4. This 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. The Campus Police emergency phone number is: 416 978-2222.
5. Any furniture that is moved during the course of an activity should be returned to its original position before leaving the classroom.

7.7 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 will be used in departmental distribution lists. Upon receiving and installing your mail.utoronto.ca email account, please send an email message indicating your email address, to the Administrative Assistant, Graduate Student Affairs at speech.path@utoronto.ca.

7.8 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.

7.9 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. MSc / PhD students must contact the Resource Centre Faculty Liaison prior to removing any clinical test materials in order to avoid conflicts with academic course needs. 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.

7.10 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.

7.11 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.

7.12 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 either the Coordinator of Graduate Studies or the Departmental Secretary at 416-946-5456). We would be happy to work with you to resolve any issue. Further information on the AODA can be found at <http://www.hrandequity.utoronto.ca/about-hr-equity/diversity/aoda.htm>

Section 8: Building Access

8.1 Security at 500 University Ave

Several break-ins have occurred over the last years and valuable equipment has been stolen. **UNDER NO CIRCUMSTANCES** should you give or lend your U of T student card or key fob to another person. If you notice a suspicious person wandering in or out of any departmental rooms, immediately alert one of the faculty or staff. The Departmental Secretary can be reached at 416-946-5456. Campus police for emergencies and/or off-hours can be reached at 416-978-2222.

In order to ensure the safety and well-being of both students and staff, it is *absolutely essential* that we all cooperate in ensuring that all rooms and laboratories are secured at all times.

8.1.1 After hours access

After Hours and Weekends: The building is open at 7:00 a.m. and locked at 7:00 p.m. Monday through Friday. Students have access to the elevators and the 4th floor of the building on weekends using their access key fobs.

Your key fob or U of T student card will provide access to the building (after hours) as well as to the computer rooms, teaching laboratories, and clinic rooms.

8.1.2 Personal Property

Keep valuable personal property (especially wallets and purses) with you at all times. Should you have something taken, report this to a member of the departmental administration as soon as possible, so the University of Toronto Police can be notified. The University Police want to be informed about all thefts. On some occasions personal property has been recovered. MHSc students have been assigned a personal locker. It is your responsibility to provide a lock and to keep your valuables secure in that locker at all times.

8.1.3 Classrooms

All doors to classrooms should be closed and the lights turned off by the last student to exit the room. The doors to the Resource Centre (Room 414) and Room 452 should remain closed at all times. These two rooms are for the exclusive use of students in Speech-Language Pathology. Furniture that has been moved should be returned to its original position before leaving the classroom.

8.2. Fire and Safety

All students and staff are required to familiarize themselves with the following procedures, which should be strictly adhered to in the event of a fire emergency.

When the fire evacuation alarm is sounded, it must be treated as an emergency and the building must be completely evacuated. Please familiarize yourself with the location of exits, fire alarm pull stations, fire extinguishers and the Emergency Control Centre telephone number: 8-2222.

8.2.1 Definition of fire

- An actual fire - flame is visible - a "Fire Condition Exists".
- Smoke - visible and by smell - which cannot quickly and easily be identified or located as to source - a "Fire Condition Exists".
- No attempt should be made to fight the fire except by the use of one extinguisher and only if you can do so safely.

8.2.2 Action of a person discovering a "fire"

- Activate nearest wall mounted fire alarm pull station.
- Telephone the University Emergency Centre, local **8-2222**
- Evacuate the building.
- Report to fire officer if anyone is suspected of being in the building after general evacuation. Also, the location of fire if known.

8.2.3 On hearing the alarm

- Evacuate the building quickly and in an orderly fashion even if the alarm is suspected to be false.
- Close all doors behind you. Leave doors unlocked.
- If possible, shut off electrical power to any machines, equipment or apparatus.
- Move toward exit or stairway. If the exit is congested or enveloped in smoke or flames, find a safe alternate. Should you find egress impossible, enter the nearest room and wait by a window.
- Upon leaving the building, do not remain at the entrance. On arrival at the evacuation points the fire officials should establish if all persons who were in the building are now out of it. Should any person be missing and

believed to be in the building, this should be reported immediately to a member of the Fire Department, University of Toronto Fire Prevention or Police (8-2222).

- Do not re-enter the building for any clothing, purses or other items you might consider valuable. They are not worth your life!
- Re-enter the building only when advised by a member of the Toronto Fire Department or a member of the University of Toronto Fire Prevention Section.
- Don't panic! More harm can be done by people in panic than by an actual fire. Keep calm.
- It must always be kept in mind that in the event of fire, evacuation is of primary importance.

N.B: Fire and smoke doors, usually located at entrances to stairways, are designed to aid in preventing smoke and toxic products of combustion from spreading throughout a building. They allow for safe egress in the event of fire and should not be wedged open.

Section 9: Student Support Services

9.1 Library Resources

The science and medicine library is the Gerstein Science Information Centre at 9 King's College Circle. The SLP Library Liaison is: Bonnie Horne; b.horne@utoronto.ca or 416-978-5329

9.2 English Language and Writing Support

The Office of English Language and Writing Support at the School of Graduate Studies provides advanced training in academic writing and speaking. The Office offers non-credit courses, single-session workshops, individual writing consultations, and website resources. For more information, please go to:

<http://www.sgs.utoronto.ca/currentstudents/Pages/English-Language-and-Writing-Support.aspx>

9.3 Housing

Valuable information on housing is available on the University of Toronto web page, <http://www.housing.utoronto.ca/>.

Aboriginal Health Professions Program Residence: A referral service for housing assistance is available by contacting the First Nations House, 3rd Floor - 563 Spadina Avenue (Borden Building N.), Toronto, ON M5S 1A1 (Tel: 416/978-8227; fax: 416 978-1893).

Graduate House, 60 Harbord Street, Toronto, ON M5S 3L1 (<http://www.sgs.utoronto.ca/>): Two spots are reserved annually for students in Speech Language Pathology. The length of the residence is 12 months and may be renewed for a second year in exceptional circumstances. Incoming students should contact the Student Affairs Assistant directly to reserve these spots.

9.4 University Health Services

The University of Toronto Health Service, <http://healthandwellness.utoronto.ca/> operates all year and covers all aspects of family medicine. Physicians, nurses and lab technicians are available during University office hours. Students are seen by appointment. The University Health Services is located at: 2nd Floor, Koffler Student Services Centre, 214 College Street, Toronto (use St. George St. Entrance).

The University Health Services provide general medical and family physician care; health counseling and education; contraceptive advice and prescription (contraceptives are sold at cost); sex counseling and information on sexually transmitted diseases; immunization and travel advice; nutrition counseling; and referrals to specialists when required. All services are *completely confidential* and at no cost to students who have medical insurance coverage. Note that all

graduate students are automatically enrolled in a health care plan for which they pay a fee. *All students* should bring their Health Card numbers and student identification with them. Health Service Tel: 416 978-8030

9.5 Health and Wellness

Speech-Language Pathology students are able to access brief time-limited counselling with Laurie Coleman, a registered clinical social worker. She is a Wellness Counsellor & Coordinator, Health and Wellness at U of T.

The focus of counselling and psychotherapy is on assisting individuals who are experiencing emotional or psychological problems or difficulties. The goal is to help students to clarify issues, to better understand emotions, relationships and responses, and to deal effectively with challenges, so that they are able to achieve their personal and academic best. Embedded counselling services are offered in a confidential, respectful, and empowering environment, which is directed towards optimizing students' personal, academic and overall well-being. She has developed and delivers skills-building workshops on mindful eating: food and mood, and mindfulness mediation and resiliency drop-in sessions. She also co-facilitates a grief support group on-campus, with sessions generally offered during the fall and winter terms.

SLP students can make an appointment by contacting Laurie at laurie.coleman@utoronto.ca or 416-978-1511. Appointments take place in Room 184 (ground floor) at 500 University Ave on Tuesdays (45 minute sessions). Please note the embedded counselling services are offered on a sessional basis from September to May. If you are in need of services in the summer term please contact the Counselling and Psychological Services directly by calling them at 416-978-8070.

9.6 Counselling and Psychological Services (CAPS)

Counselling and Psychological Services <http://healthandwellness.utoronto.ca/> offers students short-term individual counselling/ psychotherapy, Cognitive-Behavioural Therapy, group therapy, workshops, and psychiatric medication services. The interprofessional team offers assessment, treatment and referrals for a wide range of emotional and psychological problems, including difficulties adjusting to university life, anxiety, depression, relationship problems, disturbances resulting from abuse and assault, prolonged stress, disordered eating, attention and concentration difficulties, phobias, and problems with sleep. CAPS is housed in the Koffler Student Services Centre, 214 College Street, Main Floor. Tel. 416-978-8070.

9.7 Gender and Sexual Diversity Office

The Office is dedicated to and works towards addressing discrimination based on sexual and gender diversity. Students can access up-to-date information on gender and sexual diversity at U of T by going to: <http://www.sgdo.utoronto.ca/>

9.8 Workplace Hazardous Materials Information System

The Workplace Hazardous Materials Information System (WHMIS for short) is a comprehensive national system for safe management of hazardous chemicals which is legislated by both the federal and provincial jurisdictions. The WHMIS legislation provides that workers must be informed about the hazards in the workplace and receive appropriate training to enable them to work safely. Employers must set up worker education programs that instruct workers about the contents and significance of labels and Material Safety Data Sheets (MSDSs) and how to work safely with hazardous materials. As part of their orientation to a clinical placement site, students can expect to receive an orientation to WHMIS. For additional background, please see the U of T WHMIS website <http://www.ehs.utoronto.ca/Resources/whmis.htm>.

9.9 Occupational Health and Communicable Diseases

All students are required to read [Guidelines Regarding Infectious Diseases and Occupational Health for Applicants to and Learners of the Faculty of Medicine Academic Programs \(PDF\)](#) if they have not done so already.

This document is intended to minimize the risk and impact of infectious diseases that may pose a threat to learners and those with whom they may come into contact. It is intended to address educational requirements on methods of prevention, outlines procedures for care and treatment after exposure, and outlines the effects of infectious and environmental disease or disability on learning activities. (Faculty of Medicine 2013)

9.10 Sexual Harassment Complaints involving Faculty and Students of the University of Toronto arising in University-Affiliated Health Institutions

9.10.1 Introduction

The University of Toronto, and the health care institutions in which University faculty, students, trainees and staff may work and study, have their own separate policies and procedures covering sexual harassment. This protocol does not change or replace those policies. It provides a process for deciding, in a particular case involving members of the University community working in a health care institution, which institution should take responsibility for the case and, therefore, which procedure should be followed. It also provides for each institution to keep the other informed about the progress and outcome of a case, and enables each institution to meet its own obligations to appointees, employees, and students or trainees. In some cases the responsibility for dealing with a case will most appropriately be shared by the University and the health care institution. Nothing in this protocol precludes an institution from taking independent action to safeguard its members.

9.10.2 Notification of Complaints

i. Complaints made by members of the University of Toronto community

This protocol provides for notification to the University of Toronto of any complaint made by a student, trainee, employee, or faculty appointee of the University (hereafter, collectively referred to as University members) about sexual harassment that arises in the context of the University member's work in an affiliated hospital/research institute. The goal is to clarify jurisdiction in the interests of the complainant and both involved institutions.

The protocol encompasses all academic faculty, including those with status-only appointments, employees on the University payroll, and all students and trainees who are enrolled in programs organized under the auspices of the University of Toronto. This includes but is not limited to members of the University of Toronto health science Faculties: the Faculty of Medicine, the Faculty of Pharmacy, the Faculty of Nursing, the Faculty of Dentistry, the Faculty of Social Work, and the Faculty of Physical Education and Health. It also covers academic faculty and students in the Faculty of Law and in the member institutions of the Toronto School of Theology.

Where a member of the University of Toronto community situated in a health care institution brings forward a complaint of sexual harassment to an affiliated hospital/research institute, that institution shall notify the University of the complaint as soon as possible after its receipt. Notification shall be to the Sexual Harassment Officer in the University of Toronto.

Where the affiliated hospital/research institute has sole jurisdiction over the complaint (for example, where the respondent is directly employed by the affiliated hospital/research institute and has no relation to the University), the affiliated hospital will promptly provide the University with the name[s] of the complainant[s] and with access to the relevant policies and procedures. The affiliated hospital shall also provide the complainant[s] with contact information for the University's Sexual Harassment Office. Where there is, or may be, shared jurisdiction between the affiliated hospital/research institute and the University, the protocol in [ii] below shall be followed.

ii. Complaints made against members of the University of Toronto

This protocol provides guidelines for determining the jurisdiction of complaints of sexual harassment made against persons who are members of the University of Toronto and who are working or studying in an affiliated hospital/research institute. The University and the individual teaching agencies each have their own sexual

harassment complaint procedures, which are in no way modified by the provisions of this memorandum. Rather, the memorandum provides a protocol for determining, in each case, which institution shall take carriage of a complaint. Where an allegation of sexual harassment is made against a member of the University of Toronto, the institutions that will have an interest in the disposition of complaints may include the affiliated hospital/research institute or other teaching agency in which the person is based; and the University of Toronto. In every case, the following questions will be addressed by the person receiving the initial complaint:

1. Which institution(s) have the authority, capacity and responsibility for supervision and management of the person(s) accused of sexual harassment?
2. Which institution(s) have obligations to or liabilities in respect of the person(s) complaining of sexual harassment?

9.10.3 Persons to be notified:

In every case, the person receiving the initial complaint shall notify each institution as to the nature of the complaint and invite each institution to assert that it has an interest in the disposition of the complaint. In the case of the hospital, the Office of the President and Chief Executive Officer, and the Vice-President, Human Resources will be so notified. In the case of the University of Toronto, notification will be to the Dean of the Faculty to which the university member belongs, and to the Vice-Provost, Relations with Health Care Institutions, and to the Sexual Harassment Officer. Where the University member belongs to a member institution of the Toronto School of Theology, notification will be to the Director of the Toronto School of Theology, and to the Vice-Provost, Relations with Health Care Institutions, and to the Sexual Harassment Officer.

Officers of the hospital, clinic or teaching agency and of the University of Toronto will be provided with information about complaints solely on the basis of their need to know and their obligation to act. Where any such officer is consulted as to the appropriate routing of a complaint, that officer shall be provided with only such information as she or he needs in order to make the decision as to jurisdiction.

9.10.4 Jurisdiction:

Where a complaint is made against a student or a clinical trainee, the University of Toronto will normally have carriage of the complaint.

Jurisdiction over complaints against faculty members will vary according to the circumstances of the particular complaint. In general, jurisdiction will be determined by reference to the following factors:

1.
 - a. In the circumstances of the particular complaint, which institution had immediate authority over the respondent? For example, was the respondent engaged at the time in activities which were consequent on her or his University status, or on her or his status at the health institution? It is understood that at times the authority over the respondent will be conjoint. One criterion will be whether the respondent is, at the relevant time, primarily accountable for the performance of her or his activities to the University, or to the hospital.
 - b. Which institution has the primary general capacity to regulate the conduct of the respondent, or to impose restrictions on the respondent's access to persons or facilities?
 - c. Which institution is principally responsible for protecting the respondent's interest in fair and unbiased process?
 - d. Which institution has the principal responsibility for safeguarding the working and learning environment of the complainant?
2. Parts (3) and (4) below outline: the circumstances in which the University shall normally have carriage of a complaint (3) and the circumstances in which the hospital, clinic or teaching agency shall normally have carriage of a complaint (4). In most cases both institutions will have an interest in the disposition of the complaint, irrespective of which institution has primary jurisdiction. Once the decision as to the jurisdiction has been made, the institution which does not have jurisdiction will be invited to assert its interests in the disposition of the complaint.

3. University of Toronto jurisdiction and procedures: Where the allegations refer to the conduct of a member of the University of Toronto faculty in the course of his or her work in a hospital or clinic, and where the allegations concern conduct which is related to or consequent on the faculty member's status in the University of Toronto, the complaint will normally be referred to the University of Toronto Sexual Harassment Office and will be dealt with under the University of Toronto *Policy and Procedures: Sexual Harassment*. The Sexual Harassment Office will, where appropriate, consult with the faculty member's Faculty and with the hospital or clinic, who will have an opportunity to make representations in respect of the disposition of the complaint.
4. Affiliated hospital/research institute jurisdiction and procedures: Where the allegations refer to the conduct of a member of the University of Toronto faculty in the course of study or work in an affiliated hospital/research institute where the faculty member is alleged to be in breach of a hospital policy, and where the allegations concern conduct that is not related to or consequent on the faculty member's status in the University of Toronto, the allegations will normally be dealt with through the mechanisms available within the hospital. However, the Dean of the faculty member's Faculty at the University of Toronto and the Vice-Provost, Relations with Health Care Institutions will be notified of the complaint and will have an opportunity to make representations in respect of the disposition of the complaint, after consultation with the Sexual Harassment Officer. Where the faculty member belongs to a member institution of the Toronto School of Theology, notification will be to the Director of the Toronto School of Theology and to the Vice-Provost, Relations with Health Care Institutions.

9.10.5 Patient care

Where the allegations refer to the conduct of a member of a health science Faculty in the course of providing patient care, or where it is alleged that a public interest has been threatened, the public interest and/or the patient care concerns will take priority. Where appropriate, the College of Physicians and Surgeons of Ontario, the College of Physiotherapists of Ontario, the College of Nursing, the College of Occupational Therapists, the Ontario College of Pharmacists, the Ontario College of Social Workers, the Royal College of Dental Surgeons of Ontario, or the other appropriate bodies under the Regulated Health Professions Act, will be notified of the complaint.

9.10.6 Sexual Harassment Office

For information on sexual harassment on campus, go to: <http://www.utoronto.ca/sho/>