FRAN GRADUATE STUDENT ORIENTATION
Wednesday, September 7th, 2016
9:45am

GTA Information 2:00pm
MACS 121

http://www.uoguelph.ca/family/welcome-fran
How I spent my summer vacation….

Hi, Prof. Smith...

Come in, have a seat. So, what did you do over spring break?

I had an amazing break! I went skiing, mountain biking. I caught up on some leisure reading. I hung out and did nothing. I’m totally relaxed! It was great.

You mean what research did I do over spring break, don’t you?

Jorge Cham ©The Stanford Daily
Welcome
and
Introductions
Introductions!
Who are you?
Where did you earn your last degree?
Your FRAN Graduate Office:

- **Scott B. Maitland**, Graduate Coordinator
- **Jennifer Cosentino**, Graduate Program Assistant
- **Sharon Helder**, Academic Administrative Assistant
Scott Maitland
Graduate Coordinator

- smaitlan@uoguelph.ca MINS 225, ext. 56156
- Chairs the Graduate Studies Committee
- Advocates on behalf of students and mediates in the event of concerns or disputes (see mediation/dispute process)
- Ensures procedures are being followed
- Ensures a successful graduate program
Jennifer Cosentino
Graduate Program Assistant

- fran.graduate@uoguelph.ca MINS 249, ext. 53968
- Previously Courtney McCarthy (will be in the office this week)
- First point of contact for *anything GRAD* including forms, scholarship application materials, information and advice about general administrative issues
- Responsible for MACS 331, MINS 123 and MINS 125 bookings
Sharon Helder
Academic Administrative Assistant

- **fran.academic@uoguelph.ca** MINS 247, ext. 53582
- Support to the *graduate program and graduate secretary* including: new student orientation, awards, program materials (brochures, handbooks, grad website)
- Academic support to the Chair, including: class scheduling, Sessional and GTA recruiting & postings, signs course waivers, distance-ed course support; Final exam arrangements (including invigilators) and Courselink support
Paula Brauer  
Department Chair

- pbrauer@uoguelph.ca  ext. 54831
- Responsible for the overall conduct of the graduate programs
- Manages all of the hiring (including GTA, GRA and GSA), human resources, payroll and personnel functions within the Department
- Chairs monthly department meetings (with student representation)
- The Chair also assists in matters than cannot be solved by others in the department, including acting as the arbiter in cases where faculty or students cannot resolve an issue with the Graduate Coordinator.
Cathy Walsh
Administrative Assistant

- frandept@uoguelph.ca MINS 245, ext. 56321
- Supports human resource functions of the department (including GTA/GRA/GSA payroll)
- Manages Applications to Chair’s Trust Fund
- Responsible for submission of final grades
Marita Liebregt
Department Clerk

- liebregt@uoguelph.ca MINS 251, ext. 53519
- Responsible for photocopy codes and course evaluations
- Assigns mailboxes and keys
- Books Laptops and projectors
- Manages all department supplies and materials
- Deposits Money
Graduate Studies Committee

- Consists of nominated graduate faculty and graduate student representatives and oversees:
  - General graduate issues, policy creation and implementation
  - Graduate admissions
  - Graduate awards and scholarship
  - Promoting the department’s graduate programs

2016/17 Graduate Studies Committee includes:

Scott Maitland (chair), Hannah Tait Neufeld (AHN), Lynda Ashbourne & Kevin Van Der Zwet Stafford (CFT), Leon Kuczynski (FRHD), Alexia Prescod (MAN), Jennifer Cosentino, Sharon Helder and Graduate Student Representatives
Other Important People in the Department

Alexia Prescod - MAN Coordinator
Jane Bellman – Interim MAN Coordinator
Heather Bogart- Computing Support Technician
Linda Zehr- BASc Program Counsellor
Lina Fracasso – BASc Program Secretary
John Beaton  
CFTC Director  
• Oversees all CFT curriculum and COAMFTE/College of Psychotherapy accreditation

Kevin Van Der Zwet Stafford  
Director of Clinical Training  
• Manages practical training for CFT students, including supervision of therapy sessions  
• Manages CFT Centre

Emily Tousaw  
Interim Client Services Coordinator  
• Initial point of contact for all clients  
• Supervises CFT grad students with maintaining accountability in client files  
• Oversees all Centre administration
Department Operations

• **Office space**
  • MINS 123 and MINS 125 – bookable meeting space for PhD and MSc students (requests made through Gryphmail)
  • MINS 121 and MINS 127 – quiet study, hot spot space for PhD and MSc students
  • MINS 117A/B – PhD Space
  • MACS 321 and MACS 329 – MSc Space

• **Keys** - obtained from Marita Liebregt, MINS 251

• **Mailboxes** are shared. You may already have mail!

• **E-mail** – Ensure you are on the Graduate Student Listserve & check your e-mail at least once a day. *At no time will the University ask for your password*
Photocopying

• Located in MINS 229 (contact staff in MINS 251, 249, or 245 for problems)

• Can purchase pre-paid copy code (in $5.00 increments) from Marita Liebregt in MINS 251

• Scanning to email is also available at no cost. See Marita for code
Department Operations

- **Pay Cheques** - direct deposit (see Cathy for assistance if needed)
- **Faxes** - see Marita
- **Notice boards** are across from the mailboxes
Get Involved!

• Department Social Functions
• Department-wide events
• Graduate Student Reps
  • We will be recruiting student reps and alternates for vacant positions in the next two weeks. If you are interested, send an email to fran.graduate@uoguelph.ca
• Grad student events, program & department levels
• Student Senate - Run for seats on Senate, and serve as Student Senators
• Graduate Students’ Association - http://www.uoguelph.ca/gsa/
FRAN Graduate Website

http://www.uoguelph.ca/family/graduate-programs-fran

• Helpful Links
• FAQ
• FRAN Graduate Handbook
• Graduate Forms
• Calendar of Major Events
• Graduate Student Funding
• FRAN Graduate Course Offerings

• The website is new and continues to be developed. Please check back often!
Understanding the Hierarchy

• Program Level
• Department Level
  • People
  • Operations
  • Activities (social, academic)
• College Level
  • Funding
• University Level
  • Registration & course selection
  • Course Waivers
  • GTAs/GSAs - CUPE 3913 Unit 1
  • Library information
  • External scholarships
The College Level

College of Social and Applied Human Sciences (CSAHS)

Gwen Chapman, Dean of the College

- one of the 7 constituent colleges at Guelph
- Macdonald Institute (1903), one of the UoG's three founding colleges
- Nearly 5,000 undergraduate students, more than 300 graduate students and 200 faculty and staff
The University Level

- **Graduate Calendar** - University’s contract with students
- Library: [http://www.lib.uoguelph.ca/](http://www.lib.uoguelph.ca/)
- **Office of Graduate Studies** - Bookmark it and refer to it often
  - News & events
  - Registration & records
  - Funding & Fees
Who’s Who at the University Level

- Office of Graduate Studies – ext. 56833
  - Pauline Gazo – Service Assistant
  - Kristen Campbell – Records
  - Jordan Bierema - Records
  - Lisa Cauley / Donna Drohan-Jennings – Awards
  - Pauline Sinclair - Director
  - Anthony Clarke – Assistant VP
- Student Financial Services - accountquestions@registrar.uoguelph.ca
- Awards - awards@registrar.uoguelph.ca
- When in doubt, ask the Graduate Program Assistant
Registration & Course Selection

• Register for **UNIV*7510** (FT) or **UNIV*7520** (PT) to activate your registration for the term.

• In addition you must be registered in at least one other course, OR **UNIV*7500** Research/Writing

• **UNIV*7500** is used only when you are not taking other courses. It is a ‘place holder’.

• Please make sure you register every semester, as early as possible.

• If you’re not sure what to register for, or have difficulties in WebAdvisor, please talk to Sharon.
Graduate Electives

- In consultation with your advisory committee
- Can be taken from any department across campus
- Check Grad Calendar, WebAdvisor
- May need a course waiver
Selection of this semester's courses

Special Circumstance:
Research Seminar FRAN*6330/FRAN*6550

• Attended by all faculty
• Only thesis grad students are required to attend (recommended attendance for non-thesis/major paper students)
• MSc & PhD students register for it in the semester that they make their 2nd presentation
  • Typically, 5th semester for MSc students and 7th/8th semester for PhD students

Last date to add courses: **Friday, September 16**

Last day to drop courses: **Friday, November 4**

• Under some circumstances you may need Sharon’s signature on a Course Waiver Request Form (e.g., if FRHD students want to take a CFT course; auditing)
The Student/Advisor Relationship

- What do you think are fundamental components of good interpersonal relationships that apply to the advisor/advisee relationship?
- What do you see as your responsibilities?
- What do you see as your advisor’s responsibilities?
The Student/Advisor Relationship

Advisor Responsibilities (in short)

- Facilitate growth and development
- Guide student in developing plan of study
- Assist in development of research program
- Be reasonably accessible
- Provide feedback (2 weeks)
- Advise re: acceptability of thesis draft
- Assist with tracking deadlines
- Give notice about absences
- Help find resources
- Chair advisory committee
- Refer to Policy on Responsibilities on Advisors, Advisory Committees and Graduate Students
The Student/Advisor Relationship

Student Responsibilities (in short)

- Commit to intellectual growth
- Learn about and follow deadlines/regulations
- Select thesis of appropriate scope with accessible resources
- Complete thesis/research project
- Be aware of advisor’s other commitments and 2 week rule
- Consider and respond to feedback
- Meet or communicate regularly
- Communicate about issues
- Be aware progress evaluated every semester
Student/Advisor Relationship Tips

- Take initiative!
- Spend time to get to know each other (and each other’s work)
- Recognize strengths in each other’s personalities and styles
- Share common goals (and timelines!)
- Negotiate the division of labour
- Communicate regularly (and set meeting dates/times)
- Be organized, take notes
- Celebrate success
- Know when to ask for help
Funding

- **Graduate Growth Funds**
  - These awards are paid out as GRAs on your payroll throughout the semester

- **Dean’s Scholarships**
  - These awards are paid out to you in a lump sum. They should already be posted to your student financial account
  - Tri-council top-ups are also included in this

- **Named Awards**
  - These awards are paid out according to the Terms and Conditions of the awards. Usually this is in the fall of each year.

- **Graduate Settlement**
  - At the beginning of each semester you can complete Graduate Settlement to pay your tuition via payroll and/or awards/scholarships
External Scholarships & Awards
Fall 2016 Scholarship Presentations
https://www.uoguelph.ca/graduatestudies/current/funding/tools

- **Natural Sciences & Humanities Research Council (NSERC)**
  Tuesday, September 13, 2016 at 9:00am-12:00pm in UC 103

- **SSHRC Doctoral and Trudeau Foundation Doctoral**
  Friday, September 16, 2016 at 9:00-10:30am in UC 103

- **CIHR/NSERC/SSHRC CGS-Masters**
  Thursday, September 22, 2016 at 9:00-10:30am in UC 103

- **Ontario Graduate Scholarships (OGS)**
  Thursday, September 22, 2016 at 2:00-3:30pm in UC 103

For more information on Graduate Scholarships go to:
https://www.uoguelph.ca/graduatestudies/finance/extawards
FRAN Community Building

In addition to our academic work here in the department, we invite you to participate in social events planned throughout the year. Some of our departmental events include:

- Departmental Social, Thursday, September 8th 4-6 pm (following Mandatory Research Seminar)
- FRAN Student Night at the Albion – Friday, September 9th at 6:00pm
- FRANFAIR – Thursday, September 29th at 2:30pm
- Holiday Cookie Exchange – Thursday, December 1st from 1:30-2:30pm
- Holiday Potluck and re-gift exchange – Thursday, December 8th at noon
10th Annual FRAN FAIR
Thursday, September 29th, 2:30 – 4:00 pm
MINS Grad Lounge
Celebration of Grad Student & Faculty Research
Resources Available to Graduate Students

- Academic Integrity Tutorial
- Centre for Open Learning and Educational Support
- Graduate Students’ Association
- Graduate Student Learning Initiative
- Learning Commons
- Office of Research
- Office of Intercultural Affairs
Additional Introductions

- Dr. Andrea Breen – FRHD
- Dr. Andrea Buchholz – AHN
- Dr. John Beaton – CFT Director
- Kevin Van Der Zwet Stafford - Director of Clinical Training

- Graduate Student Representatives
  - Thomas Esufali – MSc. FRHD
  - Chris Quinn-Nilas – PhD FRHD
Questions

Program specific questions will be addressed in the Program Orientations at 11:00am.
Graduate Teaching Assistantship (GTA) Information Session
2:00-4:00pm
MACS 121
Best wishes for the upcoming year!