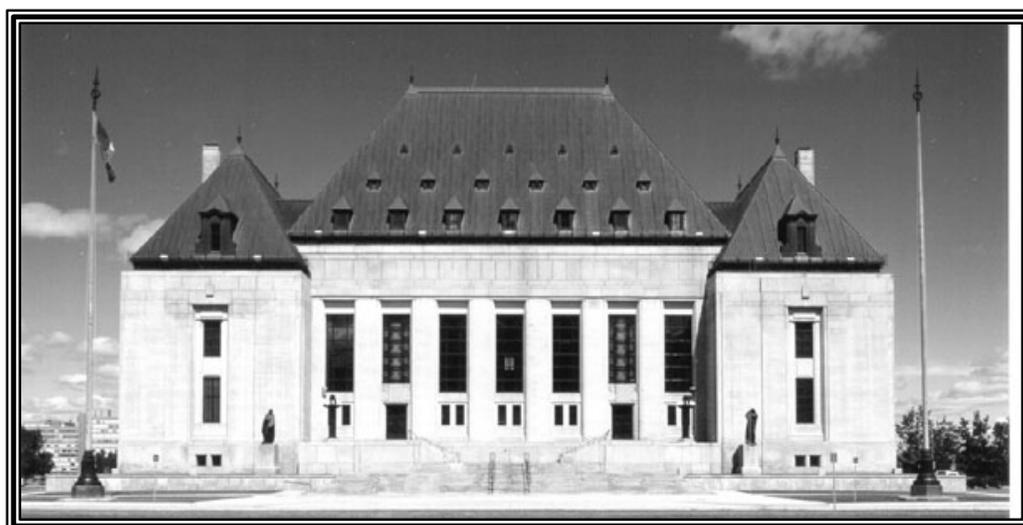


The Graduate Handbook

Criminology and Criminal Justice Policy

2016 – 2017



Welcome

Welcome to the Criminology and Criminal Justice Policy Masters degree program. We look forward to working with you to ensure your individual success as well as the success and growth of the program. In offering you a position in the program, we are confident that you have the aptitude, skills, and ambition to succeed, and we will make every effort to support you in your journey through the program. Your success depends on your efforts.

The “Who’s Who” of the Graduate Student Program

Graduate Program Assistant: The Graduate Program Assistant is the daily link between students and the program. S/he can advise on most administrative issues relating to matters such as course additions/deletions, deadlines, and leaves of absence.

Graduate Coordinator: The Graduate Coordinator is the academic head of the graduate program. S/he is responsible for approving your course selections for each semester and can give permission to substitute courses if appropriate. The Graduate Coordinator also approves advisory committees. When students have successfully defended their Thesis proposals or Major Research Paper proposals, the Graduate Coordinator must approve them. The Graduate Coordinator is also responsible for organizing MA thesis defences.

Graduate Committee: The Graduate Committee consists of the Coordinator and two other faculty members, plus a student elected by the graduate students. The Committee reads all MA application forms and selects those who will be offered a place in the program. (The student does not participate in the selection process). The Committee considers course changes and changes to the structure of the program. Students should feel free to approach any member of the Graduate Committee for advice.

Graduate Representative: The Graduate Representative and Alternate are elected in September by the graduate students. This individual attends and votes at all meetings of the Graduate Committee, except for meetings or portions of meetings in which specific graduate students are discussed. If asked to do so by a student/s, the Grad Rep also acts as spokesperson in the case of student- professor conflicts.

The Department Chairs: The Department Chairs are the head of both the academic and administrative units of the Departments of Political Science and Sociology & Anthropology. They have ultimate responsibility for the graduate program and for ensuring that the program conforms to the rules established by the University Senate.

When You Arrive

When you arrive, you should report to the Graduate Secretary who will assist you with your first semester registration. Registration takes place through Web Advisor. Please check the schedule of dates on the web to find out when registration and payment of fees is required:

<https://www.uoguelph.ca/registrar/studentfinance/deadlines>

and

<https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/sched/sched-dates-f10.shtml>

To activate your registration for each semester, you must use the following number: UNIV*7510 Active Full-time Registration: The code remains the same each semester but you may need to scroll around to locate an open

section (for example: UNIV*7510, 04). You must register for at least one course. If you have completed your courses, please register for UNIV*7500 Thesis/Research Writing or CCJP*6660 Major Research Paper. You are allowed to register your courses until the end of the “add” period. Please take note of the last date to do so (on the web).

There are several options for fee payment: debit, certified cheque, money order, or internet/telephone banking and wire transfer. Personal cheques and cash are not accepted. Again, check the schedule of dates on the web.

The fee schedule is found on Web Advisor as well as an online “AUTHORIZATION FOR SETTLEMENT” form. Settlement must be completed and submitted electronically to Student Financial Services by the deadline date. The late fee is \$60.

The Program and Planning Your Route

The CCJP program offers three options for completion:

Course'based	Req	Credit	MRP	Re	Credit	Thesis	Req	Credit
Research Methods in Criminal Justice (CCJP*6300)	Y	0.75*	Research Methods in Criminal Justice (CCJP*6300)	Y	0.75*	Research Methods in Criminal Justice (CCJP*6300)	Y	0.75*
Society, Crime and Control (SOC*6350)	Y	0.5	Society, Crime and Control (SOC*6350)	Y	0.5	Society, Crime and Control (SOC*6350)	Y	0.5
Governing Criminal Justice (CCJP*6100)	Y	0.5	Governing Criminal Justice (CCJP*6100)	Y	0.5	Governing Criminal Justice (CCJP*6100)	Y	0.5
ProSem (CCJP*6200)	Y	0.25	ProSem (CCJP*6200)	Y	0.25	ProSem (CCJP*6200)	Y	0.25
Courts (CCJP*6000)	Y	0.5	Courts (CCJP*6000)	Y	0.5	Thesis	Y	
Elective course		0.5	Elective		0.5			
Elective course		0.5	MRP	Y	1.0			
Elective course		0.5						

For Electives, Students May Take:

- A CCJP graduate non-core course; or
- A graduate course in the Department of Sociology and Anthropology that is designated as an elective for CCJP;
- A graduate course in the Department of Political Science that is designated as an elective for CCJP;

For a list of designated CCJP electives in Sociology/Anthropology and Political Science see:

<https://www.uoguelph.ca/registrar/calendars/graduate/2014-2015/gradprog/ccjp-courses.shtml>

With the permission of the Graduate Coordinator, a graduate course in Political Science or Sociology and Anthropology that is not listed as an elective for CCJP or a graduate course in another department; or

With instructor consent, and subject to the approval of the Graduate Coordinator, students may take one fourth-year course in the undergraduate Criminal Justice and Public Policy (CJPP) program, suitably modified (in workload and complexity) to reflect a graduate level course.

All of the detailed regulations governing our program are on-line. Please check them out at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/gradprog/ccjp-ma.shtml>

Adding or Deleting Courses

After consultation with your Advisory Committee or, in your first semester, the Graduate Coordinator, you can add or delete courses on Web Advisor or by paper form. If you want to add a Reading Course, please read the following regarding:

Graduate Reading Courses

Graduate students can take reading courses, but several steps must be taken before a student can enroll in a reading course:

The student must meet with the professor they would like to supervise their reading course. Together, they determine course content and prepare a course outline. The outline must specify readings, grading criteria, deadlines for submission of work, and a schedule of meetings.

This reading course outline is submitted to the Graduate Coordinator for review. When the Graduate Coordinator has reviewed this outline, the student, designated professor and Graduate Coordinator sign a course add form.

An add form is completed, using one of the two SOAN reading course codes: SOC*6600 Reading Course or SOC*6500 Selected Topics in Sociology OR one of the two POLS reading course codes: POLS*6950 (01) Selected Readings or POLS*6960 Directed Readings. The student, course instructor, and Graduate Coordinator sign this form which is then forwarded to the Graduate Program Assistant who will send it to Enrolment Services to add the student.

If approved, the student's reading course is then added to their program for the specified semester.

NOTE: Reading courses must be added within the prescribed deadlines for course adds for the designated semester. Reading courses are equivalent in credits to other courses (0.5 credits each). As such, students should expect to complete approximately 10 hours of work per week. The restrictions and procedures for submitting a reading course request are as follows:

Students may not request reading courses that are similar in content and/or purpose to existing courses. Students may not request reading courses that are directly related to topics that are central to their Theses or Major Research Papers (MRPs).

Timelines

This program typically takes between one and two calendar years of full time study depending on which option you select among other factors, such as whether you take a leave of absence during the summer. Students who select the course-based and MRP options can finish in 12 months if they are organized and plan well. On the other hand, students who select the Thesis option often require the full two years due to the need to collect and analyze original data which is a time consuming process.

Planning your program is your most important responsibility at the outset of the first semester. You will want to tailor your courses to meet the program requirements and your own interests. You will find a detailed account of program requirements and available courses in the graduate calendar, which is available online at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/gradprog/ccjp.shtml>

Everyone should take three or four courses (two or three regular courses plus the pro-seminar) in their first (fall) semester. Completing three courses plus the pro-seminar will give you the best start towards completing the degree requirements.

It is natural to experience a marked increase in course responsibilities (both reading and assignments) in graduate courses. Do not be alarmed if you initially feel overwhelmed. You can draw upon many campus resources as well as your professors for advice as to how to manage your schedule. The course load each semester is designed so that you can achieve balance among your academic responsibilities, your teaching assistant responsibilities and other interests.

Course-based, Major Research Paper (MRP) or Thesis?

Whether or not to take the course-based option or to write a Major Research Paper or a Thesis depends on a variety of factors including the following: your personal preference, your interest in a specific topic, your ability to research and write long-term projects, and your time and finances. Neither PhD programs nor employers require that you write an MA Thesis or a MRP. Both the Major Research Paper and the Thesis will give you the experience of in-depth research and the writing of a lengthy paper with multiple revisions. As a Thesis is longer and requires original work (normally involving primary or secondary data collection and analysis), writing an MA Thesis may give you more of a taste of what it is like to write a PhD Thesis and may help you decide whether or not you want to apply to a PhD program. However, writing a thesis is also an intense and time-consuming process that should not be undertaken lightly -- the decision to do a Thesis should be reached by the student in close consultation with her or his Advisory Committee and, in all cases, the decision must be approved by the Graduate Coordinator.

A thesis should be approximately 80-120 double-spaced pages (with about 250 words per page) and, as noted above, demonstrate some degree of original research. You will be required to present your thesis and address questions at an oral defence. In attendance at your defence will be members of the Examination Committee which normally consists of your Advisory Committee, one faculty member who is not on the Advisor Committee (the external examiner) and a Chair (who does not ask questions but guarantees the fairness of the proceedings).

The Major Research Paper should be approximately 40-60 double-spaced pages (with about 250 words per page). If you are writing a Major Research Paper, you choose an Advisor and a second member of the Advisory Committee in the same way as a thesis student. The two members of the committee will jointly decide on a grade.

Ideally, you should decide by the end of the first semester which route you wish to take to complete the degree.

Academic Integrity

All students are expected to abide by the standards for academic integrity, as set out in the Graduate Calendar, in completing their coursework and MRP/thesis:

<http://www.academicintegrity.uoguelph.ca/academic-integrity>

All graduate students are required to take UNIV*7100 Academic Integrity. They will automatically be enrolled in this course in WebAdvisor. Access to this online course begins on the first day of scheduled classes for the semester. Please refer to this link:

https://www.uoguelph.ca/graduatestudies/current/academics/academic_integrity

If you have any questions about academic misconduct, please ask your supervisor or the Graduate Coordinator or any CCJP faculty member.

Your Advisor and Advisory Committee

All students will have an advisor and a committee member (or two co-advisors) to guide them through the program.

Advisor: You will be assigned an interim faculty advisor when you arrive to further help you become acquainted with the program and graduate studies. It should be emphasized that neither students nor faculty are obligated to maintain this interim pairing. All students should have a permanent advisor in place by January. It is your responsibility to approach a possible advisor (including your interim advisor) and ask her or him whether they will accept you as a student.

For students in the course-based option the advisor will monitor your progress through the program. Students in the MRP or thesis option will work closely with their advisors on their written project; therefore, students in the MRP or thesis option should approach faculty members who broadly share their research interests.

Advisors are normally faculty members from either the Political Science or Sociology and Anthropology departments, though co-advisors may be from other departments or even other universities.

Committee member: The “committee member” for students in the course-based program will be the Graduate Coordinator. For students in the MRP or thesis streams, the Committee Member should be someone who is able to provide some general feedback and guidance related to the student’s area of research interest. Normally committee members are not as frequently engaged in providing guidance and feedback as the supervisor, though how the committee works will depend on the interactions between the student, the supervisor and the committee member. Your advisor will help you to choose a committee member.

Committee members may be faculty members from the Political Science or Sociology and Anthropology departments, faculty in other departments at the U of G or even faculty in other universities. Individuals who are not designated as “graduate faculty” at the University of Guelph must be designated as temporary graduate faculty for the purposes of advising, co-advising or being on a committee—the Grad Secretary and Grad Coordinator can help facilitate this process. For individuals writing a thesis, an examiner external to the Supervisor and Committee

will need to be found for the thesis defence.

Forms and Meetings

When you have formed your committee, you must fill out the Advisory Committee form and the Graduate Degree Program Form by the end of February of your second semester. You must submit a written copy of this form to the Graduate Program Assistant. It must be signed by your Advisor, the Graduate Coordinator, and yourself. When all signatures are present, a copy of this form is put in your department file and the original is sent to the Office of Graduate Studies. It is strongly recommended that you complete these forms by the end of February of your second semester.

All students must meet with their Committee at least once per semester. However, students are encouraged to see their Advisor more frequently. While the CCJP Graduate Committee and, ultimately, the Departmental Chairs of SOAN and POLS are responsible for monitoring your program and progress, the day-to-day responsibility is delegated to you, your Advisor and Advisory Committee. The Advisory Committee has major responsibility for assessing your needs and in helping you develop your program and your timetable.

At a more formal level, your committee reviews your progress and performance at the conclusion of each semester and reports to the CCJP Graduate Committee. Each of you will receive a copy of this progress report and a report of any recommendations made by your Advisory Committee, the Graduate Committee, or the Department.

The Major Research Paper (MRP) and thesis process

Proposal stage

All students in the MRP or thesis stream are required to write a research proposal that is approximately 10-20 double-spaced pages (about 250 words per page), depending upon whether they are pursuing the Thesis or MRP option. Before beginning your proposal, it is important to sit down with your advisor to discuss particular content and length requirements and to discuss more detailed specifics about the proposal. It is strongly encouraged that students have a draft of their proposal submitted to their Advisory Committee before the start of the spring semester. The student should discuss appropriate timelines with their supervisor to ensure that this occurs.

After that, you will meet with your committee to discuss ways to strengthen your proposal. When your committee has approved your proposal, they will sign a proposal approval form (available from the Graduate Program Assistant). The Graduate Coordinator will also review this research proposal and sign the approval form. At this time, you are ready to proceed with your research. A copy of your proposal and the signed approval form should be given to the Graduate Program Assistant for your file.

Developing, Submitting & Defending Your Thesis or Major Research Paper

It is very important to remain in close contact with your supervisor (and committee member as appropriate) when working on your MRP or thesis. It is also important to be disciplined in managing your time and working on researching and writing your project. You should anticipate having to submit multiple revisions of material, so it is important not to underestimate the amount of time it will take you to produce a finished product.

Your Advisory Committee (which includes your Advisor) determines whether your thesis is ready for oral defense. Your MRP advisors will determine whether your paper is ready for a final submission. Based on the University of Guelph's calendar, your advisory committee is required to "thoroughly review and comment on drafts of written material," and to "provide feedback to guide the student in satisfactory completion of the work."

Students should expect to submit at least two drafts of their Major Research Paper or Thesis to their entire advisory committee. However, it may take more than two drafts before your Thesis or Major Research Paper is ready for submission and oral defense.

Advisory Committee members are required to inform the student of the approximate time it will take for submitted written material to be returned with comments. If the expected time exceeds the normal two-week turnaround (e.g. due to an absence from campus, an unusually heavy workload, or other reasons), advisory committee members must “provide the student and the advisor with an estimate of the time required.”

Students are responsible for “learning about all appropriate deadlines, dates and regulations associated with registration... and graduation requirements” and are strongly encouraged to establish, as a goal, the completion of their MRP or Thesis well in advance of the deadline date for submission of their Thesis or the grade for the MRP.

The procedures for submitting your completed thesis are in the graduate calendar as are the procedures for the oral defence examination. In addition, the Thesis Submission Procedures can be found at this link:

<https://www.uoguelph.ca/graduatestudies/current/forms>

Students should thoroughly read the University’s policy on responsibilities of advisors, advisory committees and graduate students at:

<https://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por.shtml>

Plan of Study

Please note: The Board of Graduate Studies will not allow you to register if you go beyond the specified time for completion, which for a full-time MA student is six (6) semesters, without a completed “Program of Action” document.

As you proceed through your program, there may be compelling reasons for you to reconstitute your committee or to make changes in your program. You may do so without prejudice, but you should not request changes without giving careful thought to their overall implications for completing your degree on schedule. Any changes in your program should be made in close consultation with your Advisory Committee. The proposed changes are then submitted to the Graduate Coordinator for further disposition. A revised Advisory Committee/Degree Program form must be completed and signed by your Advisor and the Graduate Coordinator. The Graduate Program Assistant requires a copy and will send the original form to the Office of Graduate Studies.

The Finishing Touches

If you have written a Thesis, a set of forms provided by the Office of Graduate Studies at the time of the final defense must be completed and filed with that office. In the case of a Major Research Paper, only a single form entitled, Recommendation for Graduation, need be filed. This form is prepared by the Office of Graduate Studies upon receiving a memorandum from the Department indicating that your work has been completed. The form is then signed by the Department Chair and returned to the Office of Graduate Studies. Students do not submit this form.

Early Completion Rebate Application

If completion of your work has been delayed by some unexpected event, you must pay tuition for the following semester. If you complete your requirements within the first 6 weeks of the following semester, you will qualify for a rebate (a percentage of your tuition, based on a tuition rebate schedule).

You must complete an "[Early Completion Rebate Application](#)" form. Available from Graduate Studies

The medical insurance premium is not refundable. The effective date of the rebate calculation is when all degree requirements are complete, including receipt of library clearance and submission of a copy of your Thesis to Graduate Program Services. Students continuing a GTA/GRA/GSA appointment to the end of the semester or remaining in the department in order to use library and department facilities will not qualify for a rebate. Also, students must remain registered in order to hold scholarships.

International students should obtain rebate information and the proper form from the [International Student Advisor, Centre for International Programs](#)

Application for Graduation

Once you have defended your thesis or completed your Major Research Paper, you must file an Application for Graduation form, available from Graduate Studies at this link:

<http://www.uoguelph.ca/registrar/graduatestudies/files/gradapp.pdf>

Leave of Absence

If you decide to take some time off from the program, you must submit a Leave of Absence form. This is subject to Departmental review and recommendation. The leave of absence must be for a specified period of time, not to exceed one year, and must be approved by Graduate Program Services.

During a Leave of Absence, it is understood that you will not use University resources, either personnel or physical, in connection with your graduate studies.

Withdrawal

If you must permanently withdraw from the program, you must complete a Withdrawal Notice form. In this instance, the approving Department officer will be the Graduate Coordinator.

All Graduate forms are available at:

<http://www.uoguelph.ca/graduatestudies/forms>

TEACHING ASSISTANTSHIPS

If you have been guaranteed a Graduate Teaching Assistantship (GTA) you will receive a preference sheet prior to the semester asking you for your top four choices. Every effort is made to provide you with one of your top four choices, but sometimes you may be assigned a course that was not listed on your preference sheet.

If you have not been guaranteed a GTA or would like to apply for additional GTAs, positions are posted for 10

working days towards the end of each semester. Students must complete an application form that is available from the Graduate Secretary or on the web in order to obtain a posted GTA position. We strongly caution, however, to not take on additional GTA positions to the point that your ability to do a good job as a GTA and to complete your degree in a timely and effective manner are impaired.

Once you have been assigned, you will need to contact the professor that you will be working for to find out the professor's expectations of you for the assistantship and then negotiate its terms. If you feel uncomfortable with some aspect of the contract, discuss it with the professor at that time.

The Department tries to place all Teaching Assistants in courses for which they are most suited. The professors of the courses are responsible for training Teaching Assistants. Students should also feel free to ask the second-year students for assistance as they will be glad to help.

One of the skills of a good graduate student is time management. If one of your responsibilities is marking, undergraduate students' essays and final examinations are due at roughly the same time that your own assignments are due.

You have access to an office in MacKinnon 523 in order to hold office hours with students. Please contact the Graduate Secretary to book office hours for this space.

Remember that a GTA is a job and as such you are obligated to fulfill the requirements of the job in a professional manner.

Graduate Teaching Assistantship Contracts

Every GTA and professor must submit an "Assignment of Work Agreement" which will outline the expectations of the student during the assistantship and the amount of time to be spent on those expectations. The GTA's duties should be as detailed as possible and must be submitted to the Graduate Secretary within seven (7) days of the commencement of your employment. You should keep one copy of the GTA duties and another copy should be kept by the Professor. The contract should be followed as closely as possible throughout the semester.

This form should be revised to reflect your agreement. Blank copies of this form will be distributed with the GTA assignment and are also available from the Graduate Program (via email or in person).

You are expected to work 140 hours over approximately 14 weeks. On average, a full GTA is expected to work 10 hours a week and a half GTA is expected to work 5 hours a week. Under the terms of the collective agreement, GTAs cannot work more than 28 hours in any one week. The department does not have money to pay overtime. If you are approaching the 28-hour maximum in any week, notify your instructor immediately.

Along with your GTA assignments, there will be a time sheet for each GTA to keep track of her/his hours. This time sheet is for your own information and every two weeks you should inform your professor of how much time remains.

GTAs at the University of Guelph are unionized. Copies of the collective agreement between the University and CUPE will be put in your mailbox shortly after the beginning of your first semester. Check with the Graduate Secretary as to which graduate student is the union representative.

If there is any problem with your GTA pay or tuition payments, please check with Student Financial Services, 3rd floor UC.

Other Sources of Financial Support:

The Departments (Sociology & Anthropology and Political Science) make every effort to provide financial support for graduate students. Upon admission, some students will be awarded a Board of Graduate Studies Research Award. Students will be informed of the award in their offer of acceptance. Occasionally, the Departments are able to offer a limited number of students one of these awards at the beginning of the second semester.

In addition to the Board of Graduate Studies Research Award, the Departments offer GTAs and, occasionally, graduate research assistantships (GRAs). Please note that it is an exception to have any financial support during the Spring term which runs from May to August. You will generally have to make alternative plans for financial support during the summer unless, upon admission, you have been guaranteed this support. If you are not planning to study during the summer, you must apply for a leave of absence from the program.

Students may also apply for CCJP program travel grants to conduct research or to present findings at conferences. Finally, there are a number of University/College scholarships and awards as well as external awards, such as the Ontario Graduate Scholarships (OGS), for which you can apply. Please contact the Graduate Secretary or Graduate Coordinator for further details about travel grants, college/university awards, or external grants.

Tuition

Shortly after you have completed your registration, you will be able to view your account on Web Advisor. On the Web Advisor site from Student Financial Services, check for announcements pertaining to the requirements and deadlines for fee payment for the next semester. Along with your tuition, you must complete the “[Authorization for Settlement](#)” on WebAdvisor

Staying Connected: Campus Work & Support Services

There are a number of facilities on campus to help you complete your work while staying connected to the Departments and to your colleagues in the program. Claim what’s yours!

Housing:

Go to the following web page for information on housing: <http://www.housing.uoguelph.ca/page.cfm>

Work Space Options

While you might like working off campus, there are a number of facilities reserved especially for you on campus:

Blackwood Hall

You can request access to study rooms in Blackwood Hall, email the Graduate Program Assistant for details.

Library Carrels

In September, you can apply for a carrel in McLaughlin Library which you may share with another graduate student. This carrel provides you with desk space and a convenient locker for books.

Library Offices

You can also apply for an office in the library. Each graduate student is entitled to an office for one, six-week period. If you are a registered student during the May-August term, this is the best time to obtain an office. You will likely have the office for this entire term. Many students pursue this workspace option when they are researching and writing their Major Research Paper or Thesis. Offices are single occupancy. To apply for either

a carrel or an office, please see: <http://www.lib.uoguelph.ca/about/about-library/study-space>

Open Workspace

The basement of the library, where the government documents are located, is a great place to study as it is both spacious and quiet.

Departmental Communication

Mailbox- You will be assigned a mailbox in MacKinnon 522 (the photocopier room). Check this mail box regularly for paper mail.

Email- You will also be assigned a Guelph e-mail account and password. Your uoguelph email address is the University's primary source of communication with you so please make sure to check your email on a regular basis. Your email username and password will give you access to Courselink, electronic journals through the library and other electronic services.

Computer Access

Library Computers and Laptops

While in the library, students may use the many desktops (availability is usually best in the basement). Students can also use University of Guelph laptops, available through the reserve desk in the McLaughlin Library. If you have your own laptop with a wireless connection, you can access the internet on your own computer from within the library and most buildings on campus.

Computing Assistance

Learning Commons: Located in the back left of the first floor of the library, the Learning Commons offers a range of workshops, pamphlets and other services. Its web site is:

<http://www.lib.uoguelph.ca/get-assistance>

Computing and Communication Services: Located directly behind the MacKinnon Building. These services provide a wide range of micro-based and main-frame statistical, word-processing, and other computer applications. The CCS helpline is: 519-824-4120, ext. 58888. Refer to this link: <http://www.uoguelph.ca/ccs/>

Computer Services within the Department: You can also obtain computing and statistical consulting from our Departmental Computer Coordinator, located in MacKinnon, Room 631.

Research Assistance

Excelling as a graduate student requires that you expand and refine your research skills.

Librarians: Librarians are experts in research methods and strategies for accessing materials and, therefore, are essential in your research skill development. Please make a point of utilizing the librarians at the reference desk in the library when becoming familiar with the University of Guelph library system.

In addition, the Departments are assigned an information specialist – a librarian specifically for Criminology and Criminal Justice Policy. For further details on library services and resources for graduate students, see the GSLI (Graduate Student Learning Initiative). The GSLI is a collaborative endeavour that brings together key campus

services that support academic and professional skill development for graduate students as [learners](#), [instructors](#), [researchers](#) and [professionals](#).

The [GSLI](#) website has been designed to make services and resources for graduate students that are available across campus easily accessible in one location. Explore our site and take advantage of all that is available to you as a graduate student at Guelph.

Electronic Journals: The University of Guelph subscribes to an impressive variety of services that allows you to access a tremendous number of e-journals. A special procedure is required to connect to these services off campus. Details are found at: <http://www.lib.uoguelph.ca/campus-login>

Trellis: Guelph's library resources are shared with the University of Waterloo and Wilfrid Laurier University. When you want to access books shelved at Waterloo or Laurier, you must complete an online request form. The service takes roughly two days: <https://www.tug-libraries.on.ca/trellis-migration>

Teaching Support Services: TSS has a good reference library that you might want to use if you are conducting tutorials: <http://opened.uoguelph.ca/en/index.asp>

Career services offers help for those looking for jobs: <http://www.cecs.uoguelph.ca/home/>

Office of Graduate Studies, 3rd floor, University Centre

Once a student has successfully defended their Thesis, an e-copy is submitted to the Office of Graduate Studies' Atrium: https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion

A hard bound copy is given to the Undergraduate Secretary in Political Science for the department archives.

The Office of Graduate Studies does not require a copy of a student MRP, just a Thesis. A cerlox bound copy of the final MRP is given to the Undergraduate Secretary in Political Science for the department archives.

When students are ready to graduate, they submit [the Application to Graduate form on the Office of Graduate Studies forms](#) link

Services for Work and Leisure Balance

There is a graduate lounge located in the University Centre that serves food and drinks at reasonable prices. In addition, there are athletic facilities, health and counseling services, and daycare services available. We encourage you to take full advantage of these resources. Occasionally, the Departments of Political Science and Sociology & Anthropology have social gatherings for graduate students and faculty and there are a number of informal gatherings of graduate students throughout the year. These are great opportunities to get to know other students and faculty better.

Please retain this copy of the Graduate Handbook for future reference. It will be a valuable tool and reference guide for you while you are completing your degree.



Summary of Steps for Your Graduate Program

EVENT	TIME FRAME/FORMS REQUIRED	SOURCE
Registration	<p>Each semester - check schedule of dates on web.</p> <p>You must register for UNIV*7510, Full-time Registration each semester. The synonym number changes each semester.</p> <p>Web Advisor or Paper form - Course Add/Drop and Change Form</p>	<p>https://webadvisor.uoguelph.ca/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=4650812887</p> <p>http://www.uoguelph.ca/graduatestudies/forms</p>
Tuition fees	<p>Check your account on WebAdvisor.</p> <p>Authorization for Settlement form must be completed and sent to Student Financial Services by deadline date or you will be charged</p>	<p>http://www.uoguelph.ca/graduatestudies/forms</p>
Decision to add/delete courses	<p>Check schedule of dates on web</p> <p>Paper form - Course Add/Drop and Change Form</p>	<p>https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/sched/index.shtml</p> <p>http://www.uoguelph.ca/graduatestudies/forms</p>
GTA contract	<p>You accept your GTA contract online. You should submit your Assignment of Work Agreement (outlining your TA duties) early in the semester of your designated GTA. submit your GTA contract and signed appointment form within 7 days from the beginning of your employment.</p>	<p>Graduate Program Assistant sends these out with GTA assignments</p>
Tracking of Hours	<p>GTAs should keep a record of their time and inform instructor every two weeks.</p>	<p>GTAs keep track of their hours in their Assignment of Work Agreement.</p>

Choosing your Advisor and Advisory Committee	You should form your Advisory Committee early in your second active semester. An Advisory Committee form and a Degree Program Form must be completed and submitted to the Graduate Program Assistant to forward to the Office of Graduate Studies for processing before the student's third active semester.	http://www.uoguelph.ca/graduatestudies/forms
Thesis Proposal and Major Research Paper outline	You should have your thesis proposal or your Major Research Paper outline approved by your Advisory Committee and the Graduate Coordinator by the start of the spring semester. A Research Proposal Approval form must be attached to your proposal or outline when it is submitted to your advisor.	Graduate Program Assistant
Finished Thesis	Examination Request form must be completed. Advisor and Grad Coordinator set up the final defense.	Graduate Program Assistant
Finished Major Research Paper	Major Research Paper accepted by Advisor. Advisor and second reader/committee member agree on a grade for the Major Research Paper	Advisor gives grade to Graduate Program Assistant who forwards the grade to the Registrar's office for processing.
Ready to Graduate	Check Schedule of dates for last day to apply to graduate. Must also get library clearance.	https://www.uoguelph.ca/registrar/calendars/graduate/2016-2017/sched/index.shtml