

UNOFFICIAL. This document is an unofficial draft of the NACS MSc Graduate Handbook for 2017-2018. This document does NOT specify the official policies of the NACS MSc program; the official policies are specified in the University of Guelph Graduate Calendar. If you have questions about, or comments on, this document please contact Naseem Al-Aidroos (naseem@uoguelph.ca)

2017-2018 Unofficial NACS Master's handbook

Masters Advisory Committee Membership

See Chapter II, heading Student Program, subheading Establishment of the Advisory Committee

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-sprog-advcom.shtml>

See also Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Advising

<https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-advise.shtml>

See also Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Department Regulations

<https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-deptreg.shtml>

NACS: Additional Masters regulations

Typically, the advisory committee will consist of at least two Graduate Faculty Members, one of which is the student's advisor. This committee must be established, and an Advisory Committee Appointment form submitted to the Graduate Secretary, no later than the 10th week of the student's 2nd semester. The form is available on the University of Guelph Graduate & Postdoctoral Studies website.

After the committee is formed, it is recommended that the student and their committee meet to discuss the expectations for that particular committee (e.g., does committee plan to have regular meetings, when does the student expect to have a proposal meeting, etc.).

Masters Conflict with Advisor or Advisory Committee

See chapter III General information, heading Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student-Advisor Mediation Procedures, subheading Dispute Resolution Mechanisms (with flowchart)

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

See also Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Department Regulations

<https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-deptreg.shtml>

NACS: Additional Masters regulations

As a reminder, in the case of disputes, students should inform the Graduate Program Coordinator of the situation.

Masters Transfer of Advisors

See Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Department Regulations <https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-deptreg.shtml>

Students are assigned a primary advisor (or co-advisors) upon admission. In rare cases a student may wish to change his or her primary advisor (or co-advisors). If a student wishes to change his or her primary advisor (or co-advisors) the student must notify the NACS graduate studies coordinator. The coordinator will provide assistance to the student who seeks to transfer. In those cases where the advisor is also the NACS graduate studies coordinator, the student should contact the departmental graduate studies coordinator.

Please note that transfers will be at the discretion of the faculty member(s) being asked to become the student's primary advisor (or co-advisors).

If a faculty member agrees to become the student's new primary advisor (or co-advisor), then typically a new advisory committee will be constituted under the direction of the newly appointed advisor. Normally, at least one of the members of the existing advisory committee will continue as a member of the new advisory committee. The decision to continue as an advisory committee member is at the discretion of the faculty member.

Masters Practicum

One of the unique features of University of Guelph's Neuroscience and Applied Cognitive Science MSc program is the practicum. Students can complete a practicum in a variety of research settings, including government agencies, hospitals, businesses, and other research laboratories. The practicum may involve learning a new technique in a laboratory other than that of the advisor. Practicum experiences will be tailored to the student's interests, and will enable the student to acquire and refine skills and develop professional contacts. The research practicum is a required course for MSc students.

Completing a practicum involves identifying a suitable practicum supervisor (please consult with your advisor), and then completing one of PSYC*6471, PSYC*6742, or PSYC*6743. Which course you take will depend on how much time you will spend working on the practicum. Most MSc students take PSYC*6741, which is a 0.5 credit course and involves working on the practicum about three days per week throughout the term. PSYC*6742 is only a .25 credit course

and involves working one day a week on the practicum, and PSYC*6743 is 1.0 credit course and involves working five days a week on the practicum.

Please note that because the practicum is required, you must complete the practicum and have a grade submitted before you can move from MSc to PhD.

Steps to registering for the practicum course:

- 1) Complete the first page of the [NACS practicum forms](#)
- 2) Download a [graduate course waiver](#) and:
 - a) complete Section A
 - b) enter the course number for the practicum course you want to take
 - c) sign section C
- 3) Drop both forms off with the NACS graduate coordinator (currently Naseem Al-Aidroos, 4018 MacKinnon Extension—you can slide them under my door if I'm not in my office).
- 4) Get the course waiver signed by the graduate coordinator (Robin)
- 5) Take the signed course waiver to the office of registrarial services, and they will enroll you in the course
- 6) Verify that you have successfully enrolled in the course by checking WebAdvisor. Note that if you are not properly registered, it may delay graduation.

Before the end of the practicum:

A grade needs to be submitted for you before the end of the term you are enrolled in the practicum course. Here are the steps to follow to get a grade submitted:

- 1) Complete all but the first page of the [NACS practicum forms](#). Some of these forms are completed by you, and some by your practicum supervisor.
- 2) Make sure the forms are signed by both you (two signatures in total) and your practicum supervisor (one signature).
- 3) Submit the completed forms to the NACS graduate coordinator, who will in turn submit a grade for you for the course.

Master's Thesis Proposal

See Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Department Regulations <https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-deptreg.shtml>

NACS: Additional Masters regulations

Every NACS graduate student must have their Thesis Proposal approved by their advisory committee before the end of their third semester (and a thesis proposal approval form submitted to the Graduate Secretary).

All NACS MSc students in their first year of study must take PSYC*6740 (Research Seminar in Neuroscience and Applied Cognitive Science A), and one requirement of this course is for the student to prepare a written research report detailing their research progress and plans. This report is due at the end of the winter term, and typically serves as the first draft of the student's thesis proposal.

In addition to the PSYC*6740 course work, approval of the proposal involves submitting a written proposal to the Advisory Committee for review (allow at least two weeks for the review of each draft), and once deemed suitable, presenting the proposal orally at a committee meeting.

The written component of the thesis proposal typically contains the following content:

- 1) Introduction
- 2) Method (including planned analyses)
- 3) Current Results
- 4) Proposed Results
- 5) Implications

All proposals will be reviewed against the following criteria.

Introduction

- Comprehensively summarizes and references the relevant literature as it pertains to the thesis topic.
- Critically points out the most relevant and important theories and empirical evidence to establish a clear purpose and contribution for the thesis.
- Demonstrates an accurate and deep understanding of the research literature (the authors/theorists would be in full agreement with their ideas or findings being summarized in this way).
- Hypotheses are well substantiated and clearly follow from the literature review.

Method (including planned analyses)

- Research design is clearly articulated and follows logically from the literature review.
- The method allows for the optimal testing of the research hypotheses.
- All relevant measures are described in detail and appropriate based on the subject matter of the thesis.
- Proposed analyses are described in detail.

Current Results

- Any data that have already been collected and analyzed, and that the student proposes to include in the final thesis, are reported.
- Results are conveyed through main text and tables/figures, and appropriate statistical analyses are reported.

Proposed Results

- Predicted results are also presented (in tables or figures) to demonstrate a mastery of the underlying theory and proposed analyses.
- Strengths and weaknesses of the research design and measurement are clearly articulated.

Implications

- The implications, and importance, of the current or proposed findings for theory and practice are described in detail for the topic domain.

Organization, Clarity, and Format

- Proposal is structured with a clear organization.
- All aspects of the proposal are explored in a highly systematic and disciplined manner.
- Appropriate elements of style are consistently used throughout (e.g., transition sentences between paragraphs, appropriate headings).
- Sentences are clear and concise.
- There are no grammatical errors.
- There is consistent and accurate use of APA style.

Students are encouraged to review the [Department of Psychology Statistical Methods in Theses: Guidelines and Explanations](#) with their committee (if applicable).

Master's Thesis Preparation

See Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Thesis

<https://www.uoguelph.ca/registrar/calendars/graduate/current/degdeg/degdeg-mamengmsc-thesis.shtml>

See also Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Department Regulations

<https://www.uoguelph.ca/registrar/calendars/graduate/current/degdeg/degdeg-mamengmsc-deptreg.shtml>

NACS: Additional Masters regulations

Normally a MSc thesis will contain the following sections:

- 1) Introduction
- 2) Method
- 3) Results
- 4) Discussion
- 5) References
- 6) Appendices (if necessary)

During the preparation of the written thesis the student should be receiving feedback from the advisor as well as the advisory committee. What form that takes (e.g., drafts, meetings) will be up to each committee to determine. Students are encouraged to have a carefully planned out timeline for this process, as it will likely take longer than they expect.

Thesis length can be highly variable depending on the nature of the thesis project; typically varying between 30 to 100 pages in length, excluding references and appendices. Students are strongly encouraged to discuss a plan of the structure of their thesis (including approximate length of the different sections) with their advisor prior to writing their thesis.

The style of the thesis (e.g., based on chapters; similar to a manuscript) should be confirmed with the advisory committee. The committee is encouraged to consider thesis styles and format amenable to scholarly publications when appropriate.

Theses should adhere to the most recent APA formatting guidelines.

The thesis should strive to evince [critical and creative thinking skills](#), [literacy skills](#) and [communication skills](#) and a [global understanding](#). The thesis and the work it includes must be [professional and adhere to the highest ethical standards](#). The thesis must also demonstrate the candidate's capacity for original and independent work, and should include a critical evaluation

of work which has previously been done in the candidate's field of research. The thesis should emphasize any new conclusions which may be drawn from the candidate's own research.

Typically, students will submit multiple drafts of their thesis to their advisor prior to submitting it to their committee.

A minimum of **two weeks** will be allowed for any Advisory Committee member, including the advisor, to evaluate any work submitted to them.

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Master's Advisory Committee Approval of the Thesis and Submission to Examination Committee

See Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Thesis

<https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-thesis.shtml>

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<https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-deptreg.shtml>

Once you are close to having a draft of your thesis prepared, you should follow the procedures below. You may also find the Master's [Thesis Submission and Defense Schedule Guidelines](#) prepared by Graduate & Postdoctoral Studies to be a useful complement to the instructions below.

1. When the Master candidate's Advisor has deemed that the candidate's thesis draft is satisfactory, the Advisor will provide an email to the student indicating that the thesis is satisfactory and ready for submission to the Advisory Committee members for evaluation.

At this point:

- a. The advisor will notify the Graduate Secretary that the thesis is being evaluated by the advisory committee, allowing the secretary to prepare necessary forms and provide additional instructions to all.
- b. The advisor will forward a nomination for Chair of the Examination Committee to the chair of the department.
- c. The advisor will inform the Graduate Secretary of a date and time convenient to all committee members, including the confirmed chair, so that the secretary can book appropriate space and equipment.
- d. The student shall provide an electronic copy of the thesis to each member of the Advisory Committee and request email receipt to ensure that the Advisory committee members have received the thesis in a timely fashion. A minimum of two weeks will be allowed for Advisory

Committee members to evaluate the thesis.

e. The student will review and implement the Electronic Formatting Requirements for theses provided on the Graduate & Postdoctoral Studies website.

2. When an Advisory Committee member has read the draft of the thesis, he/she is required to complete an Evaluation of Draft of Thesis form (a departmental form prepared by and obtained from the Graduate Secretary) to provide feedback on the thesis and indicate whether or not the thesis is ready for defense. This form should also indicate whether edits are requested pre-defense or post. The Evaluation of Draft of Thesis form will be submitted to the student with a copy to the candidate's Advisor. Normally, this feedback includes a number of changes designed to improve the thesis prior to the defense. The student then considers the recommendations in the evaluation forms, and, in consultation with the Advisor, makes changes specified by the committee members. Note that these changes may be done quickly or take a substantial amount of time (e.g., days or weeks). Consequently, students should remember to budget sufficient time for these revisions.

3. If necessary, the student will submit an electronic copy of the corrected thesis to each Advisory Committee member. The Advisory Committee members will typically review the revised draft within two weeks.

4. Following this, the Advisory Committee members will indicate whether the thesis is ready for defense by signing the Summary of Advice to Student form and submitting it to the Graduate Secretary (who makes a copy for the student). All members should sign the same Summary of Advice form.

5. Once required edits have been addressed as per the committee members' Evaluation of Draft of Thesis forms, the student should immediately send an electronic copy (PDF) of the thesis to the Graduate Secretary for distribution to the Final Oral Examination Committee members. If any member requires a hard copy, the student should also provide hard copies to the Graduate Secretary. All members of the examination committee must receive the final version of the thesis at least two weeks before the date of the Final Oral Examination.

6. Regardless of the recommendation of the Master's Advisory Committee, a student may submit a request for an examination. Requesting an examination without the approval of all of the members of the Master's Advisory committee is not recommended.

Master's Examination Committee Membership

See Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Thesis

<https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-thesis.shtml>

See also Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Department Regulations

<https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-deptreg.shtml>

Typically, the Oral Examination Committee will consist of at least four members: the defense chair, two members of the advisory committee, and one additional graduate faculty who is not a member of the student's advisory committee. Together, the two advisory committee members and the additional member provide the three voting members required for Oral Examination Committee (the chair is a non-voting member).

All members of the Examination Committee must receive a copy of the **final draft of the Master's Thesis (i.e., which include the corrections requested by the Advisory Committee) at least **two weeks** before the date of the Final Oral Examination. One month is preferred.

Master's Examination Committee Creation

See Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Department Regulations <https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-deptreg.shtml>

NACS: Additional Masters regulations

The student's advisor will be responsible to create the examination committee and submit the names to the department chair for approval.

Master's Thesis Public Lecture & Examination

See Chapter IV, heading Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning), subheading Thesis

<https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-thesis.shtml>

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<https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-mamengmsc-deptreg.shtml>

The Chair

The chair of the examination committee is the official representative of the Assistant Vice-President (Graduate Studies). The chair serves to administer the examination according to the approved format of the program. The chair does not serve as an additional examiner.

It is the responsibility of the Chair to ensure that the oral examination is conducted in a professional manner. The Chair must ensure that proper forms from the Office of Graduate Studies are available and duly completed and signed by the Examination Committee. The Chair should ensure that adequate time is allotted to the candidate for presentation of research findings, and to the examiners for questions. The details on the time allocation to the candidate and examiners are given in the following paragraphs. It is also the responsibility of the Chair to ensure that examiners should adhere to the allocated time.

In unforeseen circumstances where a Committee member is unable to attend the examination (e.g., due to sickness) either in person or by video/teleconference, the Chair will attempt to receive questions to ask on behalf of the absent member, to be answered by the student to the satisfaction of the examiners present. If this absent member is the External Examiner of a PhD thesis examination, and the written thesis Appraisal and/or questions to ask have not been received, the examination should be postponed.

If during the examination the behaviour of either the candidate or the examiner(s) is unprofessional, the Chair should provide a warning. If the unprofessional behaviour continues, the Chair should stop the examination and report to the Graduate Coordinator.

The Chair should ensure recommendations for revision of the thesis are completed, and should withhold their endorsement of the examination (through signing the Recommendation Form) until such time.

Role of the Examiners

The examiners have the responsibility to review the thesis as outlined in the University Guidelines for thesis evaluation. If an examiner feels that there is a major problem with the thesis, the examiner should inform the candidate in writing with a confidential copy only to the advisor and Graduate Coordinator. If the candidate and the examiner cannot resolve the problem before the oral examination, the Graduate Coordinator will act as facilitator. If there is no agreement, the examination can go forward at the student's request, or postponed on the advice of the Graduate Coordinator.

Maximum Duration of Oral Examination

Master's Examination: 2.5 hours

Master's Examination Procedure

Introduction by the Chair - 5 minutes

Presentation of research findings/scholarly work by candidate - 30 minutes (maximum)

Public Question Period - Audience - 10 minutes

Break - 5 minutes (members of the public are free to leave)

Examination Period (questions only from examiners) - 1 hour and 40 minutes

Ordering of Questions by the Examination Committee:

There will be two rounds of questions by the Committee. The questioning by the Committee will be in the following order:

- 1) Member of the Graduate Faculty (not on the Advisory Committee)
- 2) Member of the Advisory Committee
- 3) Advisor or second member of the Advisory Committee

Suggested time allotted to examination committee members:

Graduate Faculty (Round 1: 15 minutes, Round 2: 10 minutes)

Advisory Committee Member (Round 1: 15 minutes, Round 2: 10 minutes)

Advisor/Advisory Committee Member (Round 1: 15 minutes, Round 2: 10 minutes)

Deliberation (in camera) - 25 minutes

Evaluation of Thesis

As stated in the graduate calendar *"The thesis must demonstrate the candidate's capacity for* UNOFFICIAL. This document is an unofficial draft of the NACS MSc Graduate Handbook for 2017-2018. This document does NOT specify the official policies of the NACS MSc program; the official policies are specified in the University of Guelph Graduate Calendar. If you have questions about, or comments on, this document please contact Naseem Al-Aidroos (naseem@uoguelph.ca)

original and independent work, and should include a critical evaluation of work which has previously been done in the candidate's field of research. The thesis should emphasize any new conclusions which may be drawn from the candidate's own research.” The thesis should strive to evince [critical and creative thinking skills](#), [literacy skills](#) and [communication skills](#) and a [global understanding](#). Theses and student must be [professional and adhere to the highest ethical standards](#). Evaluation of the thesis and oral examination will be done holistically. Numeric grades are not required; instead the work is reported as either satisfactory or unsatisfactory.

The candidate is deemed to have passed if a simple majority of Examination Committee members vote to pass the student. An abstention is regarded as a negative vote. If the Examination Committee decides thesis and oral exam are unsatisfactory, the candidate may be given the opportunity for a second attempt. A second unsatisfactory report constitutes a recommendation to the Board of Graduate Studies that the student be asked to withdraw.

In addition to determining whether the candidate passes the exam, the Examination Committee members will also discuss the recommended and required changes to the thesis. After each committee member recommends changes, the committee will come to a consensus about which changes the student is required to do. In the rare event of a disagreement, the Chair will decide if a requested change by a committee member can be overruled.

Following deliberations of the committee, the Examination Chair calls the student back to the examination room and verbally informs the candidate of the outcome of the Examination. If the defense is successful, changes will frequently be required. These changes may be minor or substantial.

Students should be prepared to make changes based on feedback received during the defense and must allocate sufficient time before final submission for this process. As noted above, those changes should be submitted to the Examination Chair for approval.

Following completion of the thesis revisions, the Examination Chair then submits the signed forms (i.e., Certificate of Approval, Report of the Examination Committee) to the Graduate Secretary, his/her Examination Chair report, and the Report of the External Examiner. The Graduate Secretary then contacts the student to complete graduation paperwork with the Department Chair. Once completed the student is responsible for the delivery of this paperwork along with the approved copies (2) of the thesis in its final form (following revisions) to Graduate Program Services.

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NACS: Typical Master's progression sequence

Please note that every thesis degree will be different; often times depending on the thesis research project. For example, some projects will have very extensive and time consuming data collection stages, whereas others may take extra time at the analysis stage. These guidelines are suggestions. Be sure to work out key goals and a timeline in consultation with your advisor and to update your goals and timeline in collaboration with your advisor every semester.

MSc year 1

Semester 1 Fall

Courses:

- PSYC*6940 [0.50] Discrete-variable Research Design and Statistics
- PSYC*6740 [0.50] Research Seminar in NACS A
- PSYC*6880 [0.25] Ethical Issues in Psychology OR UNIV*6600 [0.00] Animal Care Short Course
- If completing the Neuroscience Collaborative Specialization: NEUR*6100 [0.00] Seminar in Neuroscience

Practicum:

- Discuss with NACS graduate coordinator during the first class of the NACS seminar.

MSc thesis:

- Draft ideas for proposals
- Ethics for MSc research and data collection (*if applicable; note the REB review process typically takes 2 to 4 weeks*)

Independent research:

- Consider getting involved in a project that is independent from your MSc research either with your supervisor or another faculty member

Scholarships:

- Apply for OGS
- Apply for NSERC or other Tri council scholarship
- Other options may also available depending on your research topic search the web and discuss with your supervisor

Other:

- None

Semester 2 Winter

Courses:

1. PSYC*6740 [0.50] Research Seminar in NACS A (must re-register for Winter)
2. One elective from the following list (alternatively, complete this elective in any term):
 - PSYC*6750 [0.50] Applications of Cognitive Science

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- PSYC*6780 [0.50] Foundations of Cognitive Science
 - PSYC*6790 [0.50] Memory and Cognition
 - PSYC*6800 [0.50] Neurobiology of Learning
 - PSYC*6810 [0.50] Neuropsychology
 - For students NOT completing the Collaborative Neuroscience Specialization, PSYC*6000 [0.50] Principles of Neuroscience
 - A graduate elective from outside this list with the permission of your advisor
3. If completing the Collaborative Neuroscience Specialization: NEUR*6100 [0.00] Seminar in Neuroscience

Practicum:

1. PSYC*6471 [0.50] Practicum I
 - The practicum can be completed in any term of the program
 - Students typically register for PSYC*6741 (2-3 days per week working in practicum lab), however, the practicum requirement of the MSc can alternatively be met by taking PSYC*6742 (5 days per week), or PSYC*6743 (1 day per week).

MSc thesis:

- Thesis proposal draft submitted to advisory committee as the end of term assignment for PSYC*6740
- Form MSc thesis committee, no later than the 10th week of the 2nd semester
- Initial MSc committee meeting
- Data collection and analysis (if applicable)

Independent research:

- If applicable continue involvement in project that is independent from your MSc research either with your supervisor or another faculty member

Scholarships:

- Nothing

Other:

- None

Semester 3 Summer

Courses:

- None, unless elective not yet completed

Practicum:

- None, unless practicum not yet completed

MSc thesis:

1. Establish an appropriate timeline for completing MSc proposal with advisor

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2. Building off the draft proposal written as part of PSYC*6740, complete MSc proposal and submit to advisor for review (typically in first week of two of semester). Multiple rounds of revision may occur.
3. Once approved by advisor, submit proposal to remaining advisory committee at least 2 weeks before the “proposal meeting”
4. MSc proposal meeting; typically by July 1st
 - The student must present their thesis proposal to the Advisory Committee and have it approved by that committee. At least one meeting between the Advisory Committee and the student must be held to discuss the thesis proposal and to work out changes necessary for an acceptable proposal. Approval of the thesis proposal entails consideration of the feasibility of the study in terms of time limitations, expenses, and availability of subjects, as well as its empirical, theoretical, and conceptual value
5. MSc proposal must be approved by committee before end of summer semester
6. Data collection and analysis (if applicable)

Independent research:

- If applicable continue involvement in project that is independent from your MSc research either with your supervisor or another faculty member

Scholarships:

- Revise OGS, SSHRC and any other grant application

Other:

- Early stages of PhD application, if applicable

***Important departmental milestones to achieve during the degree (full-time registration only):** MA/MSc must have their approved thesis proposal: 3rd semester. *If the milestone is not met it will result in a “Some concerns” on the student’s progress report.*

MSc Year 2

Semester 4 Fall

Courses:

- PSYC*6760 [0.50] Research Seminar in NACS B
- If completing the Collaborative Neuroscience Specialization: NEUR*6100 [0.00] Seminar in Neuroscience
- Elective if not yet completed

Practicum:

- Practicum if not yet completed

MSc thesis:

- Data collection and analysis

Independent research:

- If applicable continue involvement in project that is independent from your MSc research either with your supervisor or another faculty member

Scholarships:

- Apply for OGS for the PhD (if applicable)
- Apply for NSERC or other Tri council scholarship for the PhD (if applicable)
- Other options for the PhD (if applicable) may also be available depending on your research topic search the web and discuss with your supervisor

Other:

- Apply to PhD, if applicable

Semester 5 Winter

Courses:

- PSYC*6760 [0.50] Research Seminar in NACS B (must re-register for winter)
- If completing the Collaborative Neuroscience Specialization: NEUR*6100 [0.00] Seminar in Neuroscience
- Elective if not yet completed

Practicum:

- Practicum if not yet completed

MSc thesis:

1. Data collection and analysis (It is suggested to update the advisory committee regularly, and particularly once after data collection and analysis is complete)
 2. Begin writing MSc thesis; deadlines to be worked out with advisor.
- During the preparation of the written thesis, the student should be receiving feedback from the Advisory Committee (what form that takes e.g., drafts, meetings, etc., will be up to each committee to determine). Have a carefully planned out timeline for this process, as it will likely take longer than you think, and you will run into timeline problems if you leave things to the end of the summer.

Independent research:

- If applicable continue involvement in project that is independent from your MSc research either with your supervisor or another faculty member

Scholarships:

- None

Semester 6 Summer

Courses:

- Elective if not yet completed

Practicum:

UNOFFICIAL. This document is an unofficial draft of the NACS MSc Graduate Handbook for 2017-2018. This document does NOT specify the official policies of the NACS MSc program; the official policies are specified in the University of Guelph Graduate Calendar. If you have questions about, or comments on, this document please contact Naseem Al-Aidroos (naseem@uoguelph.ca)

- Practicum if not yet completed

MSc thesis:

1. Draft of thesis to advisor by early summer at the latest, with revisions to follow
2. Approval of thesis by advisor; recommended by June 15th
3. Approved thesis to advisory committee members for review; make revision based on their comments
4. Create examination committee and provide final copy of thesis to graduate secretary for distribution
5. Schedule and complete MSc thesis examination
 - Please be aware that arranging a defense takes the coordination of many people, which can result in delays even if your manuscript is ready. Please do not book vacation/other plans until this date is set.
6. Revise thesis based on defense
 - Students typically require a week following the examination to make changes to their thesis and ensure that it follows the prescribed format. Occasionally this stage can take longer than 1 week. Please do not make plans (e.g., vacation) immediately following your defense.
7. Submit final version of thesis
 - See university calendar for the exact date to submit a thesis for fall graduation and the dates for tuition refunds if you do not finalize until after the August deadline

Independent research:

- If applicable continue involvement in project that is independent from your MSc research either with your supervisor or another faculty member

Scholarships:

- Prepare application for PhD scholarships for PhD year 2 if applicable

***Important departmental milestones to achieve during the degree (full-time registration only):** MA/MSc must have their thesis defended: 6th semester. *If the milestone is not met it will result in a "Some concerns" on the student's progress report.*

IMPORTANT TO NOTE:

As a student cannot be in 2 programs at the same time, the expectation is that a continuing master's with a doctoral offer for the semester following their last MSc semester will defend by the middle of their last MSc semester or earlier.

If you are unable to successfully finalize your master's with the Office of Graduate Studies no later than a week before the start of your first PhD semester, this doctoral offer of admission may become null and void.