

University of Waterloo  
Faculty of Applied Health Sciences  
School of Public Health and Health Systems

*Health Studies and Gerontology*

**HSG Graduate Student Handbook  
for MSc and PhD degrees**

---

**2011-2012**

**University of Waterloo  
Faculty of Applied Health Sciences  
School of Public Health and Health Systems**

*Health Studies and Gerontology*

**HSG Graduate Student Handbook  
for MSc and PhD degrees**

---

**2011-2012**

*Important Websites*

**Health Studies and Gerontology - MSc and PhD degrees**  
<http://www.ahs.uwaterloo.ca/hsg/current/currentgradstudies.html>

**Faculty of Applied Health Sciences home page**  
<http://www.ahs.uwaterloo.ca>

**AHS Office of Computing Services**  
<http://www.ahsco.uwaterloo.ca/>

**UW Graduate Calendar**  
<http://www.grad.uwaterloo.ca/>

**Graduate Student Association (GSA)**  
<http://www.gsa.uwaterloo.ca/>

**Centre for Teaching Excellence (TA Information)**  
<http://www.cte.uwaterloo.ca/index.php>

**UW Scholarships & Funding**  
[http://www.grad.uwaterloo.ca/scholarships/scholarships\\_main.asp](http://www.grad.uwaterloo.ca/scholarships/scholarships_main.asp)

**Travel to Conferences**  
<http://www.grad.uwaterloo.ca/forms/Scholarships/travel.pdf>

**Thesis Regulations**  
[http://www.grad.uwaterloo.ca/Thesis\\_Regs/thesistofc.asp](http://www.grad.uwaterloo.ca/Thesis_Regs/thesistofc.asp)

**Electronic Thesis Submission**  
[http://www.grad.uwaterloo.ca/Thesis\\_Regs/ethesis/index.asp](http://www.grad.uwaterloo.ca/Thesis_Regs/ethesis/index.asp)

## TABLE OF CONTENTS

<b>A. Introduction and Chair’s Welcome</b> .....	5
<b>B. Faculty and Department Organization</b> .....	7
Staff Support in Health Studies and Gerontology .....	8
HSG Faculty Members .....	9
Description of Applied Health Science Research Centres .....	13
<b>C. Important Information for New Students</b> .....	13
Student offices .....	13
Mail boxes.....	13
Notice board/forms .....	14
Photocopy services.....	14
Use of letterhead stationary .....	14
Use of telephones and fax machine .....	14
E-Mail accounts, computer facilities and services.....	14
Procedures for Getting Paid.....	15
Teaching Assistantships.....	15
Research Assistantships .....	15
<b>D. Registration and Tuition Payment Procedures</b> .....	15
<b>E. University Policies Regarding Courses</b> .....	17
Course Drop/Add Dates .....	17
Incomplete Courses.....	17
Auditing Courses .....	18
Taking Courses at Other Ontario Universities.....	18
<b>F. Other Important Policies and Regulations</b> .....	19
Degree Time limits and Extensions .....	19
Student Advising and Monitoring of Progress.....	20
Integrity in Research and Scholarship .....	20
Maternity, Adoption and Parental Leave .....	20
Policies on Student Grievance and Academic Disciplines .....	21
Financial Assistance.....	21
<b>G. Description of HSG Graduate Programs and Degree Requirements</b> .....	21
Master of Science (MSc) .....	22
Doctor of Philosophy (PhD) .....	23
Collaborative Program in Aging, Health, and Well-being.....	24
Collaborative Program in Work and Health .....	24
Fast Track Option, PhD Program.....	25
Graduate Calendar Course Descriptions .....	27
Practicum .....	35
<b>H. Policies on Thesis Committees, Proposals and Defences</b> .....	37
Thesis Proposal Checklist (MSc and PhD).....	37
Declaration of Master’s Thesis Topic and Committee Form.....	40
Master’s Thesis Proposal Presentation .....	40
Contacts for BMH room bookings.....	40

HSG Policy on Absent Committee Members .....	40
UW Ethics Approval Requirements and Process.....	41
Masters Thesis Final Defence .....	41
HSG Policy on Absent Committee Members for Masters Thesis Defence .....	42
Decision Categories for Masters Thesis Defences.....	42
Masters Thesis Examination Report Form.....	43
Masters Thesis Submission.....	43
HSG Regulations for the PhD Comprehensive Examinations.....	43
HSG Policy on Absent Committee Members for PhD Comp Exam .....	45
Intellectual Property.....	45
The PhD Dissertation Proposal and Advisory Committee.....	46
HSG Guidelines Re: Primary vs. Secondary Data for Dissertations .....	47
Procedures for PhD Proposals and Final Defences.....	47
<b>I. Financial Policies .....</b>	<b>48</b>
Policy On Departmental Support For Graduate Students .....	48
Research Assistantship Support.....	49
Department Criteria for UW Graduate Scholarships .....	50
External Scholarships/Types of Support for Graduate Students.....	50
Undergraduate Course Teaching.....	50
Research Grants .....	50
Travel Assistantship for Students Presenting Papers at Conferences .....	50
Salaries for Student and Non-Student Assistants.....	52
Thesis Regulations/Expenses.....	52
<b>J. Additional Information about the University Of Waterloo .....</b>	<b>53</b>
Access to Building after Hours .....	53
Living Accommodations for Graduate Students.....	53
Graduate Student Association and the Graduate Club.....	53
Libraries .....	53
Parking on Campus .....	54
Banking.....	54
Housing.....	54
Post-Graduate Careers Information Office .....	54
Bookstore.....	54
International Student Office.....	54
Health Care .....	55
Centre for Teaching Excellent (CTE) .....	55
Child Care .....	56
Policy on Bicycles in University Buildings .....	56
<b>K. Post-Graduation Procedures.....</b>	<b>56</b>
<b>L. Important Dates &amp; Deadlines.....</b>	<b>57</b>

## A. Introduction and Director's Welcome

On behalf of all faculty, staff and students participating in Health Studies and Gerontology (HSG) graduate program, I am truly delighted to welcome you to the University of Waterloo. We hope your time and efforts here will be enjoyable, productive, and satisfying. You are now a member of a community of scholars that first began its work in 1978. The original Department of Health Studies was created in response to Federal Health Minister Marc Lalonde's landmark report entitled, *A New Perspective on the Health of Canadians*. We were the first multidisciplinary health program in Canada with emphasis on disease prevention and health promotion.

The BSc and MSc degree programs in Health Studies were launched in 1978, followed by the PhD program in 1989. In 1993, Health Studies merged with the program in Gerontology to create the new Department of Health Studies and Gerontology. The Health Studies and Gerontology program is one of the few graduate programs in Canada that offers a recognized graduate gerontology degree at the PhD level. In 2006, we welcomed our first class of graduate students in the new course-based Master of Public Health (MPH) program, and we are now planning to offer several other course-based (non-thesis) Masters programs in the near future.

As of September 2011, the Department will change its name to become the *School of Public Health and Health Systems* (SPHHS), to better reflect the expansion of its undergraduate and graduate degree programs into new areas of public health education and training. This change will not affect the existing Health Studies and Gerontology graduate program, which will continue to offer high-quality MSc and PhD degrees to those students seeking research-oriented graduate qualifications.

The *HSG Graduate Handbook* includes important information on our HSG graduate program, and our Faculty and University services, as well as the current MSc and PhD degree requirements for HSG graduate students. The HSG Graduate Handbook is revised each year, and is available to all new graduate students in hard-copy and online, and to HSG faculty members to assist in advising their students. Please read the Handbook as soon as possible (before classes begin) because it will likely answer many of your questions. Instructors and staff will expect you to be familiar with the Handbook and will refer to it repeatedly as you proceed through the program.

Please note that the Handbook is an informational supplement for our students, not a replacement for the University of Waterloo Graduate Calendar which dictates the formal policies concerning registration, fees, grading, degree requirements, etc. The official Graduate Calendar can be found on the web under the Graduate Studies Office (GSO) homepage.

Through our HSG graduate orientation sessions, we will attempt to make your transition to graduate school and the university as smooth as possible. You are strongly encouraged to attend workshop sessions and obtain information on teaching assistantships, computing services and course offerings; as well as to meet HSG faculty members, staff and your fellow HSG graduate students. We attempt to create a supportive and stimulating learning environment for all members of our HSG program. Each of you will be assigned a mentor, a more experienced HSG grad student, to assist you during the first year of the program. You will also have an HSG faculty advisor to assist you with course selection and degree requirements.

We are very proud of the hundreds of HSG graduate students who have previously obtained degrees and now apply their talents and knowledge in a wide array of fields and places throughout the world. Our HSG faculty, staff, and students have been nationally and globally recognized for their accomplishments in teaching, research and service. Congratulations on becoming part of a such a proud tradition of

academic achievement.

I look forward to meeting you in person during HSG Graduate Orientation week. My colleagues and I hope we can make your graduate studies a rewarding and successful experience.

Paul McDonald, PhD, FRIPH  
Associate Professor and Director  
School of Public Health and Health Systems

## B. Faculty, School, and Graduate Program Organization

The *School of Public Health and Health Systems* (SPHHS) is one of three academic units that comprise the Faculty of Applied Health Sciences (AHS), which in turn represents one of the six academic faculties at the University of Waterloo.

The SPHHS offers the *Health Studies and Gerontology* (HSG) graduate program to students wishing to pursue a research-intensive MSc or PhD degree in the interdisciplinary field of population health, including gerontology and other areas related to health and aging. The HSG graduate program also includes specialized collaborative PhD degrees in *Work & Health*; and *Aging, Health & Well-being*.

In addition, the SPHHS also offers a course-based (non-thesis) Masters degree, such as the *Master of Public Health* (MPH), using an innovative on-line (distance education) teaching model. However, such course-based Masters degrees are not part of the Health Studies and Gerontology graduate program, and are administered separately. Assuming that sufficient class space is available, students registered in the HSG graduate program are free to enrol in the on-line courses offered through the MPH program, which are recognized as free electives towards the MSc or PhD degree,

The Graduate Studies Coordinator (GSC) for the MSc and PhD degree programs in Health Studies and Gerontology is Ms. Tracy Taves, whose office is located in the Dean's Office area in BMH 3<sup>rd</sup> floor (Tracy is also GSC for Recreation and Leisure Studies). As GSC, she is responsible for all academic issues that may affect HSG graduate students, such as program registration, course enrolment, course drop-add, thesis-related issues, annual progress reports, student records, etc. She is the key link in every students' ability to manage their academic program and thesis requirements in the HSG graduate program.

Dr. Stephen McColl serves as the Associate Director for Graduate Studies, with administrative responsibility for the Health Studies and Gerontology MSc and PhD research degrees. The SPHHS Administrative Assistant, Ms. Carol West-Seebeck, works with Dr. McColl in coordinating graduate TA and RA assignments for HSG graduate students, as well as tracking graduate student funding support, payroll, grad office assignments, and other administrative issues.

Most of the SPHHS faculty and staff offices, as well as graduate student offices for the HSG program, are located on the first, second and third floors of the BMH/LHN complex. At present, the Dean of the Faculty of Applied Health Sciences is Dr. Susan Elliott, and the Associate Dean for Graduate Studies in the Faculty is Dr. Suzanne Tyas. Both of these administrators also hold faculty appointments in the HSG graduate program. The current Director of the School of Public Health and Health Systems is Dr. Paul McDonald.

The HSG Graduate Studies Committee is responsible for the operation of Health Studies and Gerontology MSc and PhD graduate programs, including: admission and scholarship decisions, approval of thesis and comprehensive examination topics and committees, curriculum and degree requirements, and monitoring student progress. The committee has the mandate to provide leadership for the MSc and PhD graduate programs and to ensure that faculty member responsibilities in regard to HSG graduate students are properly discharged. For the year 2011-2012, this committee is comprised of Drs. Stephen McColl (ex\_officio Chair), Jose Arocha, Rhona Hanning, John Hirdes, and Paul Stolee; as well as an elected graduate student representative, who is also the graduate student representative at Department-level meetings.

There is a Faculty of AHS Graduate Studies Committee comprised of the Associate Dean for Graduate Studies, the Graduate Officers for each department, various faculty members and a graduate student representative for each of the three departments. This committee establishes AHS Faculty level graduate policies.

All of our MSc and PhD graduate students are automatically members of the Health Studies and Gerontology Graduate Students' Association and a new executive is elected each Fall to serve you. The degree of formality of the association within the HSG program varies depending on the current students' preferences. Prior to your arrival on campus you should have received some information about this association. In recent years, the association has organized a mentor program for incoming graduate students.

The Graduate Student Association (GSA) is a campus-wide association for all UW graduate students, which automatically includes all members of the Health Studies and Gerontology (HSG) Graduate Student Association. The MPH students have a separate MPH Graduate Student Association, but often confer with the HSG graduate students. At the beginning of the Fall term, the graduate students in each Department elect representatives to a variety of committees and councils.

For the Health Studies and Gerontology graduate program, the HSG graduate student representatives are elected to serve on the following committees:

- Health Studies and Gerontology Graduate Studies Committee
- SPPHS Meetings
- AHS Faculty Graduate Studies Committee
- AHS Faculty Executive and Faculty Council Meetings

In addition, the Associate Dean's office will appoint a graduate student representative from the Faculty of AHS to the University Senate Graduate Council.

## **Staff Support in the Health Studies and Gerontology program**

The main office of the School of Public Health (SPHHS) is located on the second floor of Burt Matthews Hall (BMH 2312) and is open from 8:30 a.m. to 12:00 and 1:00 to 4:30 p.m., Monday to Friday.

**Carol West-Seebeck**, Administrative Assistant for SPHHS

*graduate support coordinator responsible for HSG graduate funding, payroll, TA/RA assignments.*  
(ext. 36352, BMH 2312)

**Tracy Taves**, Graduate Studies Coordinator (HSG),

*the key person you will be contacting regarding most of your HSG Graduate academic questions, her office is located in the Deans Office area, BMH 3<sup>rd</sup> floor.*  
Office hours are 9:30-11:30 a.m., Monday/Wednesday/Friday  
(ext. 36149, BMH 3110, [ttaves@uwaterloo.ca](mailto:ttaves@uwaterloo.ca))

**Michelle Fluit**, MPH Program Coordinator

*helps HSG graduate students who are working as MPH course preceptors or markers*  
(ext. 37734, BMH 2309; [m2fluit@uwaterloo.ca](mailto:m2fluit@uwaterloo.ca))

**Nancy Poole**, Undergraduate Assistant for HSG bachelors programs  
*helps HSG graduate students who are working as TA's or markers for undergraduate courses*  
(ext. 36341, BMH 1056; [poole@uwaterloo.ca](mailto:poole@uwaterloo.ca))

**Terry Stewart**, Faculty Computing Coordinator  
(ext. 35415, LHI 1627; [stewart@uwaterloo.ca](mailto:stewart@uwaterloo.ca))

**Pat Newcombe**, Statistical Consultant for HSG grad students and faculty  
(ext. 35504, [panewcombe@icarus.math.uwaterloo.ca](mailto:panewcombe@icarus.math.uwaterloo.ca))

## Health Studies and Gerontology Faculty Members

### **Anthony, Kelly, PhD, Lecturer**

(519) 888-4567 ext. 32802, email: [kanthony@uwaterloo.ca](mailto:kanthony@uwaterloo.ca) BMH 2316

*Research Areas:* Attitudes regarding public policies (both US and Canadian) designed to protect disadvantaged groups; prejudice; attitudes towards, and responses to, dying and the death process; individualism and collectivism and culture.

### **Arocha, Jose F., PhD, Associate Professor**

(519) 888-4567 ext. 32729, email: [jfarocha@uwaterloo.ca](mailto:jfarocha@uwaterloo.ca) LHN 3734

*Research Areas:* Applied cognitive science methods for the study of health information; Cognitive factors in health & medical decision making; medical expertise; Health and technological literacy and comprehension of health information; scientific foundations of health informatics.

### **Bigelow, Phillip, PhD, Associate Professor**

(519) 888-4567 ext. 38491, email: [pbigelow@uwaterloo.ca](mailto:pbigelow@uwaterloo.ca) BMH 2318

*Research Areas:* Epidemiology of injury and musculoskeletal disorders; occupational and environmental exposure and risk assessment, intervention research and evaluation of safety and health programs..

### **Campbell, Sharon, PhD, Research Associate Professor**

#### **Senior Scientist, PROPEL**

(519) 888-4567 ext. 84583, e-mail: [sharoncm@uwaterloo.ca](mailto:sharoncm@uwaterloo.ca) LHN 1726

*Research Areas:* cancer prevention and early detection, special interest in rural populations; tobacco control, particularly policy development and impact and role of health professionals in cessation; dissemination research.

### **Cameron, Roy, PhD, Professor**

#### **Director Emeritus, PROPEL**

(519) 888-4567, ext 84503, e-mail: [cameron@uwaterloo.ca](mailto:cameron@uwaterloo.ca) LHN 1727

*Research Areas:* smoking prevention, control in schools and communities; community-based health interventions; behavioural change for cardiovascular risk reduction, smoking, obesity.

### **Chen, Helen, PhD, Research Associate Professor**

(519) 888-4567, ext. 32131, e-mail: [hchen@uwaterloo.ca](mailto:hchen@uwaterloo.ca) LHN 3733

*Research Areas:* health informatics; computer applications in diagnostic imaging; health records analysis

### **Cooke, Martin, PhD, Associate Professor**

(519) 888-4567, ext. 36585, email: [cooke@watarts.uwaterloo.ca](mailto:cooke@watarts.uwaterloo.ca) PAS 2040

Joint Appointment with the Department of Sociology

*Research Areas:* The social demography and health of Aboriginal peoples; social inequality, the welfare state, and the life course; population aging and retirement

**Dubin, Joel, BA, MS (Villanova), MS (UC Davis), PhD, Associate Professor**

(519) 888-4567, ext 37318, e-mail: [jdubin@uwaterloo.ca](mailto:jdubin@uwaterloo.ca) MC 6104

Joint Appointment with Statistics & Actuarial Science

*Research Areas:* Longitudinal data methodology and analysis; survival methodology and analysis; graphical methods. Application areas include nephrology, cancer, smoking cessation, aging, and the environment.

**Elliott, Susan, PhD, Professor**

**Dean, Faculty of Applied Health Sciences**

(519) 888-4567, ext 33923, e-mail: [deanahs@uwaterloo.ca](mailto:deanahs@uwaterloo.ca) BMH 3115

*Research Areas:* Environment and health, medical geography, global environment, urban social geography, philosophy and method

**Garcia, John, PhD, Associate Professor**

**MPH Program Leader**

(519) 888-4567, ext 35516, e-mail: [john.garcia@uwaterloo.ca](mailto:john.garcia@uwaterloo.ca) BMH 2310

*Research Areas:* Knowledge Translation for health promotion issues; Health Policy; Population health interventions; Qualitative research methods

**Hammond, David, PhD, Assistant Professor**

(519) 888-4567, ext. 36462, e-mail: [dhammond@uwaterloo.ca](mailto:dhammond@uwaterloo.ca) LHN 1723

*Research Areas:* population health, tobacco control, risk communication, health policy evaluation, tobacco product regulation, health behaviour.

**Hanning, Rhona, PhD, Associate Professor**

(519) 888-4567, ext. 35685, e-mail: [rhanning@uwaterloo.ca](mailto:rhanning@uwaterloo.ca) LHN 2729

*Research Areas:* human nutrition and chronic disease, evidence-based practice; community (especially school-based) interventions; nutritional and dietary assessment methodologies; nutritional assessment of youth, including aboriginal youth.

**Heckman, George, MD, Associate Professor**

**Schlegel Research Chair in Geriatric Medicine**

(519) 888-4567, ext 31028, e-mail: [ggheckma@uwaterloo.ca](mailto:ggheckma@uwaterloo.ca) BMH 3732

*Research Areas:* gerontology and aging; geriatric care in institutional and community settings

**Hirdes, John P., PhD, Professor**

(519) 888-4567, ext 32007, e-mail: [hirdes@uwaterloo.ca](mailto:hirdes@uwaterloo.ca) LHN 3731

*Research Areas:* health care information, international comparisons, health promotion, particularly the elderly; institutionalization, quality of life, social networks; social risk factors for poor health, mortality; drug utilization, smoking.

**Hoffman-Goetz, Laurie, PhD, MPH, Professor**

(519) 888-4567, ext 33098, e-mail: [lhgoetz@uwaterloo.ca](mailto:lhgoetz@uwaterloo.ca) BMH 2321

*Research Areas:* modifiable biobehavioural risk factors, notably physical activity, for preventing common cancers: lung, breast, prostate, colon; exercise, immunity and cancer risk, health communication using mass media internet channels; health promotion education, particularly measuring women's knowledge of cancer prevention, detection and treatment.

**Horton, Sue, PhD, Professor**

**Dean of Graduate Studies**

**CIGI Chair in Global Health Economics**

(519) 888-4567, ext 35129, email: [sehorton@uwaterloo.ca](mailto:sehorton@uwaterloo.ca) NH 2219

*Research Areas:* Economics of public health, economics of nutrition, development economics, poverty

**Husted, Janice, PhD, Associate Professor**

(519) 888-4567, ext 35129, e-mail: [jhusted@uwaterloo.ca](mailto:jhusted@uwaterloo.ca) LHN 3721

*Research Areas:* epidemiologic methods; psychiatric and musculoskeletal epidemiology; conceptualization and measurement of quality of life; identification of factors that influence onset and course of psoriatic arthritis; gene-environment interactions leading to schizophrenia.

**Jessup, Linda, PhD, Continuing Lecturer**

**Associate Director, Undergraduate Studies**

(519) 888-4567, ext 35642, e-mail: [ljessup@uwaterloo.ca](mailto:ljessup@uwaterloo.ca) BMH 2306

*Research Areas:* developmental transitions and adolescent risk-taking behaviour; gender differences in adolescent risk-taking behaviour; healthy infant and child development; Vygotskian models of behaviour acquisition and behaviour change.

**Law, Jane, PhD, Assistant Professor**

(519) 888-4567, ext 38369, e-mail: [j9law@uwaterloo.ca](mailto:j9law@uwaterloo.ca) ES1 315

Joint Appointment with the School of Planning

*Research Areas:* Health geomatics; healthy communities; disease mapping; measurement error, data uncertainty, and missing data adjustment in public health research; Bayesian spatial modelling and analysis in health research; determinants of health outcomes; health and crime; diet and health outcomes.

**Leatherdale, Scott, PhD, Assistant Professor**

(519) 888-4567, ext 37812, e-mail: [sleather@uwaterloo.ca](mailto:sleather@uwaterloo.ca) LHN 1713

*Research Areas:* Infrastructure development; population-level data collection systems; research network development; knowledge exchange; lifestyle factors associated with cancer risk; program evaluation; the impact of policy on cancer risk behaviours; understanding environmental influences on behaviour; school, community, municipality, provincial and national programs, policies and resources

**Manske, Steve, EdD, Research Associate Professor**

**Senior Scientist (PROPEL)**

(519) 888-4567, ext 84518, e-mail: [manske@uwaterloo.ca](mailto:manske@uwaterloo.ca) LHN 1722

*Research Areas:* knowledge synthesis (best practices); knowledge transfer; knowledge utilization (application) in population health promotion, especially as applied in tobacco control and cancer control.

**McColl, Stephen, PhD, Associate Professor**

**Associate Director, Graduate Studies (HSG Graduate Officer)**

(519) 888-4567, ext 32720, e-mail: [mccoll@uwaterloo.ca](mailto:mccoll@uwaterloo.ca) BMH 2113

*Research Areas:* environmental health; occupational health; health effects of chemical and microbial contaminants; environmental risk assessment; risk management of toxic chemicals; cancer prevention; health policy decision-making.

**McDonald, Paul, PhD, Professor**

**Director, School of Public Health and Health Systems (SPHHS)**

(519) 888-4567, ext. 35839, e-mail: [pwmcdona@uwaterloo.ca](mailto:pwmcdona@uwaterloo.ca) BMH 2311

*Research Areas:* population behaviour change; tobacco cessation; youth tobacco use; transfer of research into practice; health policy; evidence based-decision making; cancer control; health promotion.

**McKillop, Ian, PhD, Associate Professor**

(519) 888-4567, ext. 37127, e-mail: [imckillop@uwaterloo.ca](mailto:imckillop@uwaterloo.ca) LHN 3736

*Research Areas:* design and use of health information systems; costing and performance measurement of health services; data standards; security and privacy of health information.

**Mielke, John, PhD, Assistant Professor**

(519) 888-4567, ext 38606. email: [jgmielke@uwaterloo.ca](mailto:jgmielke@uwaterloo.ca) BMH 2308

*Research Areas:* Nutritional neurobiology; neuroendocrinology; learning and memory.

**Mock, Steven , BA, MA, PhD, Assistant Professor**

(519) 888-4567, ext 38796 email: [smock@uwaterloo.ca](mailto:smock@uwaterloo.ca) BMH 2209

*Research Areas:* Lifespan Development; Sexual Minority Development; Social Nature of Coping and Decision-Making; Retirement Planning

**Myers, Anita, PhD, Professor**

(519) 888-4567, ext 33664, e-mail: [amyers@uwaterloo.ca](mailto:amyers@uwaterloo.ca) BMH 2320

*Research Areas:* health program evaluation, exercise and rehabilitation; patient expectations, outcome measures, gerontology.

**Riley, Barb, PhD, Research Assistant Professor (PROPEL),  
HSFC/CIHR Health Policy Research Fellow**

(519) 888-4567, ext 37562, e-mail: [briley@uwaterloo.ca](mailto:briley@uwaterloo.ca) LHN 1721

*Research Areas:* politics of prevention, dissemination, public health system, chronic disease and prevention, knowledge translation, research-policy interface, population interventions.

**Stolee, Paul, PhD, Associate Professor**

(519) 888-4567, ext 35879, e-mail: [stolee@uwaterloo.ca](mailto:stolee@uwaterloo.ca) LHN 3729

*Research Areas:* Geriatric health services, rehabilitation, long-term care, home care, health information systems and databases, health outcome measurement, optometric practice, and the integration and use of knowledge and information in practice. Current major research focus on better use of information systems in the rehabilitation of older persons.

**Tyas, Suzanne, PhD, Associate Professor**

**Associate Dean for Graduate Studies**

Joint appointment with the Dept of Psychology.

(519) 888-4567, ext 32890, e-mail: [styas@uwaterloo.ca](mailto:styas@uwaterloo.ca) BMH 3117

*Research Areas:* epidemiology of aging and epidemiologic methods. More specifically, the spectrum of cognition in aging, encompassing cognitive impairment, cognitive reserve and healthy aging.

**Ward, Glenn, PhD, Assistant Professor**

(519) 888-4567, ext 36234, email: [grward@uwaterloo.ca](mailto:grward@uwaterloo.ca) BMH 2313

*Research Areas:* development of the adrenal response to stressor; prenatal and neonatal nutrition; neurobehavioural toxicology and teratology; neurobehavioural genetics.

*NOTE: For adjunct/cross-appointed faculty to the Department, refer to the Graduate Calendar.*

## **Applied Health Science Research Centres**

<http://www.ahs.uwaterloo.ca/research/centres.html>

The Canadian Index of Wellbeing - <http://ciw.ca/en/Home.aspx>

The Centre of Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD) - <http://cre-msd.uwaterloo.ca/>

Ideas for Health - <http://ideas.uwaterloo.ca/>

Info Rehab - <http://www.inforehab.uwaterloo.ca/?section=1&page=64>

Kenneth G. Murray Alzheimer Research and Education Program (MAREP) - <http://www.marep.uwaterloo.ca/>

Propel Centre for Population Health Impact - <http://propel.uwaterloo.ca/?section=1&page=111>

RBC Retirement Research Centre at the University of Waterloo - <http://www.rbcroyalbank.com/retirementresearchcentre/>

RBJ Schlegel-UW Research Institute for Aging - <http://www.the-ria.ca/>

## **C. Important Information for New Students**

### **Student offices**

Full-time students are assigned a desk in a shared office or are offered alternative arrangements. Upon arrival on campus, each student should contact the SPHHS Administrative Assistant in BMH 2312 for further information.

If you are assigned a desk, please complete the application for key permit sent to you to obtain the necessary departmental corridor keys, and have the form signed by your supervisor/advisor. Upon completion of the application, please bring the form to the SPHHS Administrative Assistant in BMH 2312. You will be issued a key permit within a few days of submitting your application. Your building keys can be picked up at Key Control in the General Services Complex (GSC) building.

### **Mail boxes**

All HSG graduate students will be assigned either an individual or shared mailbox in BMH 2307 at the beginning of their first term. Note that all information from the university Graduate Studies Office (GSO) is typically mailed to part-time students. General information is either circulated via email or left in student's mailboxes. It is the student's responsibility to periodically check their own mail box and to keep apprised of daily email activities.

### **Notice board/forms**

Notices that pertain to graduate courses, scholarships, teaching assistant seminars, fees, etc. will be posted on the HSG Graduate Studies board and on the AHS Graduate notice board beside BMH 3110. Most administrative forms are available on the web, otherwise from the GSC at the BMH 3110 office.

### **Photocopy services**

Graduate students are permitted to use the office photocopier and laserprinters located in BMH 2307 for HSG program course-work and research-related work **ONLY**. Copy charges for extensive student printing are held at a minimal cost and payment should be made to the Administrative Assistant.

*Graduate Students are normally NOT permitted to use the office photocopiers or laserprinters for personal use, or for the production of draft/final versions of major papers, reports, reference articles/book chapters, or thesis materials. If you have major print job not related to your paid TA/RA obligations, you must first ask the Administrative Assistant for permission before printing.*

### **Use of School letterhead stationary and business cards**

Graduate students cannot use SPHHS letterhead stationary for personal correspondence. However, they can use School letterhead for letters pertaining to legitimate HSG program activity. The letters must be typed to present a professional image and must carry indication of the student's HSG program relationship (e.g., teaching assistant, research assistant, graduate student, etc.). Legitimate usage includes: approved research projects, correspondence regarding publication and presentation of papers, correspondence related to duties as a teaching assistant.

Please note that the HSG program is *not* responsible for providing office supplies for graduate student use. In the case of teaching assistants, the supplies required to fulfill those responsibilities will be given to the respective faculty members. You may purchase (at cost) School letterhead from the Administrative Assistant for thesis work. School letterhead is to be used *only* for approved HSG program activities such as approved research projects, correspondence regarding publication and presentation of papers, and responses to advertised job vacancies. For other uses, consult with the Administrative Assistant.

Graduate students who require a personalized business card for their paid work or thesis-related work should contact the Administrative Assistant.

### **Use of office telephones and FAX machine**

There are several office telephones available for HSG graduate student use, all with voice-mail capacity:

BMH 2324 - HSG Grad Computer Lab ext. 36018; BMH 2314 - HSG grad office ext. 37030; BMH 2315 - grad office ext. 37031; BMH 2317 - grad office ext. 36810; BMH 1100A - grad office ext. 37078; BMH 1100C - grad office ext. 36786; BMH 1100E - grad office ext. 36786

There is also a FAX machine (519) 746-2510 that HSG graduate students may use. Please see the support staff for instructions on the FAX machine.

### **Computer facilities, email accounts, computer projectors, and services**

Computer services for HSG graduate students are made available through the AHS Office of Computing Services. See their website for further information.

AHS Office of Computing Services  
<http://www.ahsco.uwaterloo.ca/>

*All graduate students are advised to obtain an “ahsmail” account as soon as possible. This account is used for electronic mail messages as well USERID accounts for the AHS computing labs and other uses. This is your life-line of communication from the faculty, fellow graduate students and the GSC.*

*New e-mail accounts will be assigned during graduate orientation week and a general information session on computing is provided. You are strongly advised to use your official UW mailserver account for all university purposes, as it is more secure and has better backup features than free or commercial email servers.*

The BMH/LHN complex is completed wired for WiFi hotspots for wireless connectivity with laptops and other mobile devices. Student laptops must be previously registered/authenticated by the AHS Office of Computing Services to obtain connectivity.

An LCD computer projector and associated laptop is available for meeting presentations and thesis defenses. It is prudent for the student to contact the AHS Office of Computing Services for assistance with setup for any important presentation/meeting.

*Important future contacts:*

Lowell Williamson, IT Specialist (ext. 32326, BMH 2111  
[lwillia@healthy.uwaterloo.ca](mailto:lwillia@healthy.uwaterloo.ca)).

### **Courses Offered by UW’s Information Systems and Technology (IST)**

Each semester, the IST offers courses for new users. It will probably be worth your while to take some of these which usually consist of a one or two hour lecture over two or three days. Topics range from software languages to computer program packages. Watch for the IST newsletters in the early part of each term; they contain announcements about courses.

In addition, occasional workshops and introductory courses related to the computer labs in AHS are organized for our students. Watch for announcements and sign-up sheets related to these courses on the bulletin boards near the labs.

### **Procedures for Getting Paid**

If you are receiving a Teaching or Research assistantship, you must complete a number of forms (e.g., income tax, unemployment insurance) before you will be paid. The Department of Human Resources has sign-up days (please see posted notices for dates). If you complete this process before the cut-off date, you will be eligible for the first pay period at the end of September. Your pay will be deposited directly into your bank account on the last Friday of each month. Please contact the SPHHS Administrative Assistant if you have any questions.

***Note to International Graduate Students on a Student Authorization:*** International students working on campus (employed through the University of Waterloo) are now exempt from needing an Employment Authorization provided the primary document is a valid Student Authorization. If authorizations have to be renewed, kits are available from the International Student Office, NH 2080. Please contact the International Student Office at (519) 888-4567, ext. 32814 or drop by their office. The International Student Office can provide you with important information about employment, obtaining a Social Insurance Number (SIN), mandatory health insurance (UHIP), etc.

## Teaching Assistantships

Some time prior to your arrival, or shortly after you arrive, you will be notified if you have been awarded a Teaching Assistantship (TA). The course you have been assigned, the course instructor and a list of TA duties will be specified usually when you receive notification. The contract listing your responsibilities as a TA must be signed by you and returned to the Administrative Assistant. Teaching assistants are expected to work 10 hours per week for 14 weeks.

NOTE: TAs are typically expected to be available to proctor and grade final exams (final examination periods, set by the Registrar's Office, are scheduled after the end of term classes). Please refer to the *Guidelines on Graduate Student Support* policy in the calendar for the current TA rate of pay. A workshop on teaching assistantships is held during the fall orientation week. It is very important that all students assigned a TA attend this workshop. An AHS Teaching Assistantship Manual will be handed out during this orientation workshop. If you were unable to attend the workshop, please see the Administrative Assistant for a copy of the manual.

## Research Assistantships

A graduate student may be awarded a research assistantship (RA) instead of a TA. Normally RA's are also expected to work 10 hours per week for 14 weeks. The duties for any given RA will be specified in writing, by the faculty member in charge. Please contact the faculty member who will be responsible for paying you to ensure that s/he has completed the necessary payment forms. A copy should be submitted to the Administrative Assistant for file.

## D. Registration and Tuition Payment Procedures

1. Hard copy fee bills are not mailed to you from Finance. Your up-to-date account information is available on QUEST <http://www.quest.uwaterloo.ca>. Fall 2011 enrolment and fee arrangement information is available by viewing the Graduate Studies Newsletter on the GSO website at the following address: [www.grad.uwaterloo.ca/](http://www.grad.uwaterloo.ca/).

This Newsletter contains information on:

- Fee Payment and Enrolment
- Enrolment (Change of Status/Department Review and Approval and Approval Procedures/Change of Immigration Status)
- Program Extensions
- QUEST Information and Instructions

In addition, the Graduate Studies Newsletter contains contact links to information for the following:

- Calendar of Events and Academic Deadlines: <http://www.grad.uwaterloo.ca/>
- Finance Office – Student Accounts: [www.adm.uwaterloo.ca/infofin/students/stdfees.htm](http://www.adm.uwaterloo.ca/infofin/students/stdfees.htm)
- Human Resources – Payroll: [www.hr.uwaterloo.ca/student/students.html](http://www.hr.uwaterloo.ca/student/students.html)
- Human Resources – Supplementary Health Insurance and UHIP: [www.hr.uwaterloo.ca/student/student\\_health.html](http://www.hr.uwaterloo.ca/student/student_health.html)
- WatCard Office: [www.adm.uwaterloo.ca/infocard/](http://www.adm.uwaterloo.ca/infocard/)

- International Student Office: [www.international.uwaterloo.ca/iso/](http://www.international.uwaterloo.ca/iso/)
- Graduate Student Association: [www.gsa.uwaterloo.ca/](http://www.gsa.uwaterloo.ca/)
- Graduate Studies Office: [www.grad.uwaterloo.ca](http://www.grad.uwaterloo.ca)

2. Once fees are paid you can concentrate on selecting your course(s) for the term. The deadline for this is 4 weeks after the fee-payment deadline. Remember, you will not receive credit for the courses if you are not officially registered in them by the deadline. New students must register for any make-up courses outlined in your admission letter. Each student is expected to consult with his/her faculty advisor regarding course selection each term.

3. Familiarize yourself with the regulations in the current on-line graduate calendar and check anything you are unsure of with the GSC. *By registering and paying fees, students assume responsibility for knowing the regulations and pertinent procedures as set forth in this handbook and the University of Waterloo Graduate Calendar.* Ultimately, it is your responsibility to ensure that you have met coursework and other requirements to complete your degree. Your faculty advisor, the graduate officer (through review of your annual progress reports) and the GSC are all there to assist you in this process. Some of these regulations are listed below.

**Notes:** Students are normally expected to maintain continuous registration (in each of the three terms/year), must register for at least one course per term, and at the same capacity (either full- or part-time) as initially registered. Failure to register and pay fees each term will mean you will have to apply for readmission. Special permission is required from the Faculty Associate Dean and the University's Dean of Graduate Studies to change your registration status from full-time to part-time (or vice versa) or to go inactive, etc. If you do request inactive status, you must seek approval from your advisor, the Graduate Officer, and the Associate Dean. A letter addressed to the Associate Dean and copied to the Graduate Officer explaining the reasons for the request should be submitted. Requests for inactive status will not always be approved.

## **E. University Policies Regarding Courses**

### **Course Drop/Add Dates**

Students may drop or add courses until the dates specified in the Graduate Calendar by means of the online system "Quest". Beginning in week seven of the term, the approval of the Associate Dean of Graduate Studies is required and a Graduate Student Drop/Add form, available from the faculty GSC, must be submitted. Courses cannot be dropped or added nor status changed after the examination period has begun.

### **Incomplete Courses**

A grade of incomplete ("INC" on your transcript) indicates that a student has not completed the requirements of a particular course. University policy stipulates that an incomplete (INC) may remain on a student's transcript for at most two terms of registration, following the term in which the course was taken. Thereafter, INC's may only be extended on a term-by-term basis through a request from the Department and the course instructor. If a grade has not been submitted by the end of the second term, the INC will automatically convert to FTC (Failure to Complete). This FTC grade may not be removed from the transcript except on appeal to the Dean of Graduate Studies. Such appeals would be granted only in exceptional circumstances such as where failure to complete was the fault of the instructor and not

the student. If a student is required to withdraw due to incomplete program requirements “May Not Proceed” will be noted on their grade report. A failing grade in any course will necessitate a review of the candidate's status by the Department, and may result in the requirement to withdraw from the program. Please refer to the Graduate Studies Calendar.

When an “NMR” (no mark reported) appears on your transcript, it means that no mark was submitted for you and it is your responsibility to check with the professor in order to have it changed to a grade through submission of a grade revision form. Interim grades are not assigned for two reasons. First, different assignments (extra credit for extra coursework) for some students in the class may be perceived as unfair. Secondly, INC’s are used to denote inability to complete the course assignments by the end of the term.

### **Auditing Courses**

At present, you are not able to add an AUDIT course to your Quest record. You must obtain permission from the course instructor and approval from the Graduate Officer via a drop/add form. In addition to regular attendance in the course, the instructor has the discretion to require class participation, preparation, and sometimes completion, of assignments and/or examinations. If you find yourself in difficulty while auditing a course, you should arrange to drop the course from your schedule before the exam period. An NMR or DNW (did not write exam) cannot be given for an Audit course. Should you fail to receive an “AUD”, the course will automatically be deleted from your transcript.

### **Taking Courses at Other Ontario Universities**

The Visiting Graduate Student Plan (OVGS) allows you to take a limited number of graduate courses at another Ontario University (host university) while remaining registered at Waterloo. The plan allows you to bypass the usual application for admission procedures and resultant transfer of credit difficulties. You pay fees to Waterloo and are classed as a "visiting graduate student" at the host university where you pay no fees. Application forms are available from the Faculty GSC or on-line at <http://www.grad.uwaterloo.ca/forms/Convocation/OVGS/OVGSApplic2002.pdf> These forms are authorized by the university Dean of Graduate Studies.

Once you have completed the printed form (faxes and email attachments will not be accepted), it is your responsibility to bring it to the HSG Graduate Officer, the Department Chair, and the Dean of Graduate Studies for signatures. Attach to your OVGS application the description (e.g calendar description, syllabus) of the course you intend to register in.

The course selected must be at the graduate level and part of the student's degree requirements. You are allowed to take a course from a Host University only if Waterloo is not offering the course and you cannot audit such a course. The Plan is not to be used for the purposes of convenience or taking courses which do not pertain to your specific graduate program.

Once approval has been granted, the Home University will credit work done at the Host University toward the student's degree program, assuming that the student obtains a suitable standing/grade. Time spent as an Ontario Visiting Graduate Student is credited to the residency requirement at Waterloo, subject to University regulations. If you wish to withdraw from a course in which you are registered as an Ontario Visiting Graduate Student, you must obtain an official withdrawal form from the OVGS program. It is your responsibility to notify the GSO at the University of Waterloo as soon as possible should you wish to withdraw; otherwise you may be assigned a failing grade for the course.

## F. Other Important Policies and Regulations

### Degree Time Limits and Extensions

All requirements for the PhD and MSc degrees in Health Studies and Gerontology must normally be completed within the following time periods (beginning with the term of initial registration), as stipulated by the University Senate:

**Masters** - Full-time (FT): **6** terms (2 years); Part-time (PT): **15** terms (5 years).

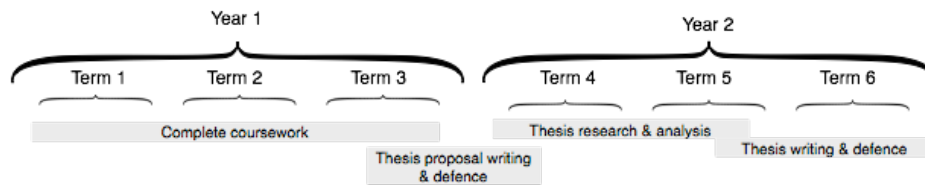
**Doctorate** - Full-time (FT) from masters' level: **12** terms (4 years); Part-time (PT): **21** terms (7 years).

**Transitional students** – time limits depend on their particular program requirements.

You will receive notification if you are nearing your time limit and must complete a "Request for Extension of Time Limit" form indicating your plan of completion. This form must be signed by yourself, your thesis supervisor, the HSG Graduate Officer, and the Associate Dean of Graduate Studies. You have until the registration deadline to complete this form. Students who register, but fail to have their extensions approved may be asked to withdraw. **Students who have been granted an extension of time limit are considered to be on probation, and can be asked to withdraw from the program if progress is not deemed to be satisfactory.**

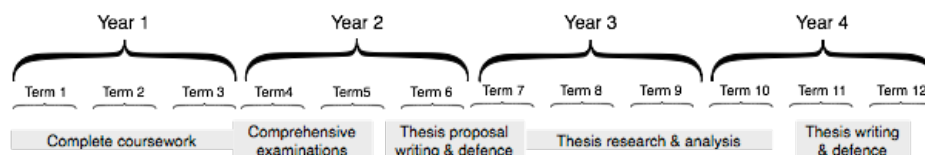
**Masters:** Full-time masters students should complete most or all of their course work during the first two terms they are registered in the program (normally the Fall and Winter terms) and are encouraged complete their thesis proposal by the third term (Spring term).

### Sample Timeline for Completion of Full-time MSc:



**Doctoral:** Full-time doctoral students are expected to finish their coursework by the end of the third term. Also, they should start planning their comprehensive examinations during the 3rd term, ideally have them completed by the end of the 4th term, and in any case no later than the 7th term into the PhD program.

### Sample Timeline for Completion of Full-time PhD:



*Note: Count each active term of registration as one (both full-time and part-time students). Do not be confused by 0.5 on the registration record for Part-time students.*

## **Student Advising and Monitoring of Progress**

All students are assigned an academic or faculty “advisor” when they enter the program. Together, the student and their advisor plan out course selection and set targets for completion of coursework and other degree requirements. While the advisor often becomes the “supervisor” for the thesis, this is not always the case. When a student chooses to work with a different faculty member to supervise their thesis, this individual will also become their general academic advisor. A “Change of Supervisor” form must be completed if you change supervisors at any point during your program. Forms can be obtained from the GSC or [http://www.grad.uwaterloo.ca/forms/Academic\\_Records/ChangeofSupervisor.pdf](http://www.grad.uwaterloo.ca/forms/Academic_Records/ChangeofSupervisor.pdf)

Students are expected to meet with their faculty advisors/supervisors on a regular basis. Your advisor should be regularly kept apprised of your progress and any problems arising (due to financial, health or other personal circumstances). The student and faculty advisor should also feel free to consult with the Graduate Officer on any of these matters.

According to Applied Health Sciences Graduate Faculty Policy, the progress of graduate students is to be monitored and evaluated annually. Early in the Spring term, each student will be sent a cover letter and annual progress report template. Students will be told to consult with their advisors and to complete these forms by a specified date. Both the student and his or her advisor must sign the form. These progress reports are then reviewed individually by the Graduate Officer and feedback is provided to both the student and his or her faculty advisor. A copy of each annual progress report is put in the student’s file. These reports may also be used by the graduate affairs committee for scholarship awards. Thus, it is to your advantage to complete these reports carefully and thoroughly. The information you provide is used to monitor your progress towards meeting your degree requirements in a timely fashion, to alert us to potential problems, as well as to reward you for initiatives such as conference presentations and submissions to refereed journals.

## **Integrity in Research and Scholarship**

The School is committed to the highest standards of integrity in research and scholarship by faculty, students, and staff. Please refer to the University Policy on Intellectual Property, Policy #73 for more information on ownership of scholarly work.

## **Maternity, Adoption and Parental Leave**

Graduate Students who wish to take maternity, adoption, or parental leave may register for an inactive (full leave) or part-time (partial leave). Inactive status must be approved by the Supervisor, Graduate Officer, and Associate Dean for Graduate Studies. The choice of registration status depends primarily on the amount of time you expect to be able to devote to your academic program during the leave, and must be made in consultation with your supervisor and Graduate Officer. Where external agencies are involved, as with visa students or those holding external scholarships, you should consult these agencies before applying for part-time or inactive registration. If you are approved to register “inactive”, you pay no tuition fees; if you register part-time, you pay part-time tuition fees. In either case the degree time limit is extended appropriately (not for PhD’s switching full-time to part-time or vice versa).

Full-time graduate students are eligible to receive a Bursary during a full or partial maternity or adoption leave provided that they have been registered as full-time graduate students at UW for at least two

academic terms prior to the start of the leave. Part-time graduate students are eligible to receive a Bursary during a full four-month maternity or adoption leave provided that they have been registered as full- or part-time graduate students at UW for at least two academic terms prior to the leave, and are receiving financial support (TA, RA, scholarship, or bursary) during the academic term preceding the leave.

Students are advised to consult the Parental Leave Advisor in the Graduate Studies Office at an early stage in planning for a maternity/adoption/parental leave. Please refer to the University policies found on the website: <http://www.grad.uwaterloo.ca/forms/Scholarships/Maternity%20Bursary.pdf>

### **Policies on Student Grievance and Academic Disciplines**

A graduate student who has a question or complaint is advised to follow normal administrative channels: 1<sup>st</sup>: the student's academic advisor/supervisor ; and 2<sup>nd</sup>: the Graduate Officer. Do *not* go directly to the Department Chair/Director, the Associate Dean of Graduate Studies and/or Dean of Graduate Studies. The Graduate Officer for the program will consult these individuals as required. Student appeal procedures are set out in the Student Grievance Policy # 70.

If you have a grievance or question about an academic decision, you are strongly encouraged to first speak informally with the course instructor and/or graduate officer within the department.

Policy #71, Student Academic Discipline Policy, should also be referred to. Policy Guidelines of Graduate Student Support and other policy excerpts are listed in the document regarding UW Policies, Procedures and Committees which is included in the offer of admission package sent to you. Please refer to the Graduate Studies Office website for UW Policies, Procedures, Councils & Committees.

### **Financial Assistance**

Full-time (FT) students are eligible to receive teaching (TA) and research (RA) assistantships, as well as various university and external scholarships. The HSG graduate program commits to a minimum of 3 terms of funding (either TA and/or RA) for MSc students, and 9 terms of funding for PhD students. If you receive a major external scholarship, there is no guarantee of additional TA or RA funding support, but OGS and TriCouncil (NSERC, CIHR, SSHRC) student scholarships will normally be matched to a maximum of \$10,000 per year through a combination of UW scholarships, TAs, and RAs. Every attempt is made to assist all current full-time MSc and PhD students in good standing with additional TAs and RAs as needed, assuming adequate funds are available. Students are expected to apply for Ontario Graduate Scholarships (OGS) if they meet the eligibility criteria. More information is provided under the section "Financial Matters" and available from the GSC as well as from the University Graduate Studies Office (GSO).

## **G. Description of HSG Graduate Programs and Degree Requirements**

The Health Studies and Gerontology (HSG) graduate program offers thesis-based programs leading to the Master's (MSc) and Doctoral (PhD) degrees, with an integrative focus in population health. The MSc and PhD course requirements are specified below. The HSG program provides strong methodological training, combining an interdisciplinary approach to population health together with opportunities for specialization in the thematic areas of Biohealth, Health Behaviour, Gerontology, or Health Informatics and Health Communication. While HSG graduate students often choose a single area of specialization (stream) for their coursework and thesis/dissertation work, it is expected that some students will elect to combine at least two, and perhaps three areas, under the advisement of their thesis supervisor.

Students may also request to undertake a joint degree with another department, following the requirements stipulated by the University of Waterloo. Descriptions of PhD Collaborative Programs (involving several departments) in *Aging, Health, & Well-being*; and *Work & Health* are provided later in this section.

### **Master of Science (MSc) in Health Studies and Gerontology - Degree Requirements**

The intent of the MSc program in Health Studies and Gerontology is to produce graduates with an interdisciplinary focus on health promotion and disease prevention, having fundamental knowledge and research capabilities some important aspect of population health.

**Coursework:** The minimum requirement is 6 one-term graduate courses and a Masters thesis. Courses required for the MSc degree must include the following:

**required courses:** (or approved equivalents)

HSG 601

HSG 605 B/C (two 6-week statistics modules)

HSG 606\*

**elective courses**

3 free elective courses (*may include online courses from the MPH program*)

*\*NOTE: Students with a previous undergraduate course in epidemiology (HLTH 442 or equivalent) may petition to the HSG Graduate Officer to waive the requirement for HSG 606, and if approved, they will take an additional free elective to replace HSG 606.*

It is important to keep in mind that these are the *minimum* MSc degree requirements. Both the student's thesis advisor and the HSG Graduate Studies Committee has the right to stipulate additional coursework if deemed necessary to ensure the student is adequately prepared. For instance, students who do not have strong methodological backgrounds may be asked to take HLTH 433 (Advanced Experimental Methods).

As an illustrative example, a typical MSc student might take the following course sequence:

#### **Fall Term**

HSG 601 (required)

HSG 605B, HSG 605C (required)

HSG 604 (elective)

#### **Winter Term**

HSG 606 (required)\*

HSG 620 (elective; Selected Topics in HSG)

#### **Spring Term**

HSG 641 (elective; Practicum)

*Keep in mind that this sequence is only for illustration purposes. Check the graduate course listings in the UW Graduate Calendar and in the QUEST online system for more course options.*

At a minimum, and in accordance with University policy, students must obtain a final grade of at least a 70% in each of the courses presented in fulfillment of the MSc degree requirements. A failing grade (<70%) in any course will necessitate a review of the candidate's status by the HSG Graduate Officer,

and may result in a candidate being required to withdraw from the Msc program. A cumulative overall average of 75% is required in the courses presented in fulfillment of Msc degree requirement.

### **Master's Thesis**

For the Master's thesis, an approved topic is required and both the thesis proposal and final thesis will be defended in oral examinations. The MSc thesis committee consists of a minimum of 3 faculty and includes: the student's thesis supervisor and at least one other member of the Health Studies and Gerontology faculty. One committee member may be from outside the HSG program (whether from within the university or from another university). The composition of the Thesis Advisory Committee must be approved by the HSG Graduate Studies Committee.

*Detailed and updated Guidelines for the Masters Thesis in HSG can be obtained from the GSC.*

Masters theses previously published by HSG graduates are available for loan from the Administrative Assistant, and a list of recent MSc and PhD thesis titles is kept on the HSG graduate student website at: <http://www.ahs.uwaterloo.ca/hsg/prospective/theses.html>

### **Doctor of Philosophy (PhD) in Health Studies and Gerontology - Degree Requirements**

The intent of the doctoral program in Health Studies and Gerontology is to provide students with an interdisciplinary focus, specialized training, and advanced research skills in population health promotion and disease prevention. The PhD program will enable students to add depth and specialization to their work through the research apprenticeship model. To obtain the PhD degree, students must complete required coursework, pass a comprehensive examination, and complete a research-based dissertation.

**Coursework:** 10 one-term graduate courses beyond the Bachelor's degree, *including at least 4 courses* beyond the Master's degree, constitutes the normal minimum PhD coursework requirement.

*PhD program course requirements (minimum 4 courses):*

**Required courses (2)**

HSG 601

HSG 605 B/C (2 modules = 1 term course)

**Elective courses (2)**

one additional HSG-approved graduate methods course (after completing HSG 605 B/C)

one course at the 700-level or higher (PhD-level courses)

*Plus other free electives as may be required, or free elective courses if HSG 601 and 605 B/C has already been completed at the MSc level*

It is important to keep in mind that these are *minimum* requirements. Both the student's thesis advisor and the HSG Graduate Studies Committee have the right to stipulate additional coursework as necessary to ensure the student is adequately prepared. Many students complete at least three courses within their area of research interest, which may require the addition of one or more extra courses to the minimum coursework requirement.

At a minimum, and in accordance with University policy, students must obtain a final grade of at least a 70% in each of the courses presented in fulfillment of the PhD degree requirements. A failing grade (<70%) in any course will necessitate a review of the candidate's status by the HSG Graduate Officer,

and may result in a candidate being required to withdraw from the PhD program. A cumulative overall average of 75% is required in the courses presented in fulfillment of PhD degree requirements.

**PhD Comprehensive Examination:** The PhD comprehensive examination will be based on one major written Comprehensive Examination paper, on a specific topic (or series of related sub-topics) within the general domain of the Health Studies and Gerontology program, as approved by the HSG Graduate Studies Committee. The comprehensive examination paper must be directly relevant to the student's chosen stream or specialty within the HSG doctoral program. The examination paper will be defended in an oral examination conducted by the student's Comprehensive Examination committee.

**Doctoral Dissertation:** A PhD thesis on an approved topic is required, which is to be defended in oral proposal and final examinations. The research is to be conducted under the supervision of the student's PhD thesis supervisor and the thesis advisory committee. The PhD thesis advisory committee consists of at least 3 members, with the thesis supervisor and at least one other committee member being faculty from within the School of Public Health and Health Systems. The proposal will be defended before the thesis committee; however, upon completion of the draft thesis, the final document will be defended before a five person Examination Board that includes an appointed faculty member from another UW faculty, and an invited External Examiner from another university.

*Detailed and updated Guidelines for the PhD Comprehensive Examination paper and for the PhD thesis defense for students in the HSG doctoral program can be obtained from the GSC and/or the Applied Health Sciences website at <http://www.ahs.uwaterloo.ca/facgrad/facpolicies.html>*

PhD theses previously published by HSG graduates are available for loan from the Administrative Assistant, and a list of recent MSc and PhD thesis titles is kept on the HSG graduate student website at: <http://www.ahs.uwaterloo.ca/hsg/prospective/theses.html>

### **Collaborative Ph.D. Program in Aging, Health, and Well-being**

The Collaborative Ph.D. Program in Aging, Health and Well-being provides students registered in any Department/School in the Faculty of Applied Health Sciences, with an interdisciplinary platform upon which to develop a broad understanding of issues related to the health and well-being of our aging population. The program affords the opportunity to cross departmental boundaries to access courses and resources including dissertation committee members who can add different perspectives to penetrating research problems. The program prepares doctoral students for careers in academic institutions as well as in the private sector and related non-university settings such as hospitals, research and policy institutes.

Students must fulfill the minimum requirements of the HSG PhD program, as specified earlier. They will normally complete a minimum of four courses, consisting of a core/fundamentals course, a graduate level statistics/research methods course, and two electives related to aging, health, and well-being. In addition, students will participate in the doctoral research seminar in Aging, Health, and Well-being. Further information can be found at <http://gradcalendar.uwaterloo.ca/?pageID=8829>.

### **Collaborative Ph.D. Program in Work and Health**

The Collaborative Ph.D. Program in Work and Health provides students registered in any Department/School in the Faculty of Applied Health Sciences with an interdisciplinary platform upon which to develop a broad understanding of issues related to work and health. The program affords the opportunity to cross departmental boundaries to access courses and resources, including dissertation

committee members who can provide cross disciplinary perspectives on research questions related to work and health. The program prepares doctoral students for careers in academic settings or in other related non university settings, including Government Ministries of Labour or Health, policy analysis and workplace health and safety associations.

Students must fulfill the minimum requirements of their home PhD program. They will normally complete a minimum of four half (0.50 credit) courses, consisting of two core/fundamentals course, a graduate level statistics/research methods course, and an elective which will be related to work and health. In addition, students will participate in the doctoral research seminar in work and health. Further information can be found at <http://gradcalendar.uwaterloo.ca/?pageID=9122>.

### **Fast Track Option, PhD Program**

Occasionally, a student will enter the MSc program with a clear intent to pursue the PhD in Health Studies and Gerontology. A Masters student may be considered for fast-tracking into the PhD according to the following criteria:

1. evidence of prior research experience (i.e. publications or equivalent evidence of demonstrated scholarly achievement)
2. minimum of an overall A average in the MSc program
3. clear focus and support for PhD thesis
4. letter of support from the proposed PhD supervisor.
5. formal petition to the Graduate Committee not later than the beginning of the 3rd term of registration for MSc program.

### **Information about Elective Courses by Areas of Specialization**

Faculty members in the HSG graduate program have interests in several research areas, and therefore often the graduate elective courses they teach may reflect these areas.

**Biohealth** courses may include:

*Mechanisms of Disease Process* (HSG 607), *Psychopharmacology and Addiction* (HSG 671), *Nutrition and Chronic Disease* (HLTH 620; depending on choice of biohealth or behavioural topics for major assignments), as well as courses in the biohealth area from other UW departments, such as courses in the Cognitive Neurosciences (CNS) collaborative program - *Fundamentals of Behavioural Neuroscience* (PSYCH 677A) and *Human Neuroanatomy and Neuropathology* (PSYCH 784). Some of the HSG courses may be offered through the Special Topics Series (HSG 620 or HSG 720) and on alternate years, depending on student demand and teaching loads. Consult your academic advisor for relevant courses. See also the MPH graduate courses listed under the PHS course series.

**Health Behaviour** courses may include:

*Evaluation of Health and Human Service Programs* (HSG 604), *Health Policy* (HSG 603), *Population Intervention Research* (HSG 609), *The Health Care System* (HSG 611), *Nutrition and Chronic Disease* (HSG 620, depending on choice of behavioural topics for major assignments), *Knowledge Mobilisation to Serve Society* (HSG 654), *Building Community University Research Alliances* (HSG 655), *Advanced*

*Topics in Program Evaluation* (HSG 720), as well as relevant courses from other departments (e.g., *Selected Topics in Health Psychology*: PSYCH 849). Some of the HSG courses may be offered through the Special Topics Series HSG 620 or HSG 720 and on alternate years, depending on student demand and teaching loads. Consult your academic advisor for relevant courses. See also the MPH graduate courses listed under the PHS course series.

**Gerontology** courses may include:

*Evaluation of Health and Human Service Programs* (HSG 604), *Program Development and Service Delivery for the Elderly* (HSG 610), *Health Policy* (HSG 603), *The Health Care System* (HSG 611), *Advanced Seminar on Aging* (HSG 620), *Analysis of Health Information in Aging* (HSG 620), *Advanced Topics in Program Evaluation* (HSG 720), *Knowledge Mobilisation to Serve Society* (HSG 654), *Building Community University Research Alliances* (HSG 655), and *Epidemiologic Methods in Aging Research* (HSG 672). Some of the HSG courses may be offered through the Special Topics Series HSG 620 or HSG 720 and on alternate years, depending on student demand and teaching loads. Consult your academic advisor for relevant courses. See also the MPH graduate courses listed under the PHS course series.

**Health Informatics and Health Communication** courses may include:

*Evaluation of Health and Human Service Programs* (HSG 604), *Health Policy* (HSG 603), *The Health Care System* (HSG 611), *Health Informatics-1 Data Systems and Data Structures* (HSG 612), *Decision Making and Decision Support in Health* (HSG 620), *Analysis of Health Information in Aging* (HSG 620). Some of the HSG courses may be offered through the Special Topics Series HSG 620 or HSG 720) and on alternate years, depending on student demand and teaching loads. Consult your academic advisor for relevant courses. See also the MPH graduate courses listed under the PHS course series.

*NOTE TO DOCTORAL STUDENTS:* Courses from other departments that may be used to fulfill your additional methods requirement include but are not limited to REC 673 (Qualitative Methods) and SOC 697 (Survey Administration). Sociology and Psychology also have advanced statistical methods courses covered such topics as factor analysis, survival analysis, LISREL and so on. Check the university calendar and consult with your academic advisor to select the courses that best meet your needs and interests.

**Note.** HSG 600-level courses are considered “basic” preparation, while 700-level courses are considered more “advanced”. Both 600-and 700-level courses are open to masters and doctoral students provided they have the required preparation.

**Note.** Course updates, as well information on courses in other departments and universities which may be of interest to HSG grad students, will be posted on the grad notice board.

## 2011-2012 Graduate Calendar Course Descriptions

### 600's series

#### **HSG 601 Lifespan Approaches to Disease Prevention and Health Promotion (0.50) LEC**

This course examines issues in health and disability from a multidisciplinary lifespan perspective. An integrated approach is taken that considers biological, behavioral, and social factors relevant to health and disability at different ages, and locates issues of prevention, treatment, management, and policy within a broadly-based public health orientation.

#### **HSG 604 Evaluation of Health and Human Service Programs (0.50) LEC**

Program evaluation is the systematic, utilization focused collection of information for both internal planning purposes and external accountability, accreditation requirements. This comprehensive course will cover needs assessment, marketing and implementation, process/delivery and outcome evaluation. Case examples will be used to illustrate methodological, political and ethical challenges. Course assignments involve working with community or institutional programs of the student's choice.

#### **HSG 605B Correlation and Regression (0.25) LEC**

*(Cross-listed with KIN 631C)*

The use of multiple regression models in the analysis of multi-variable data sets. Strategies for model building, fitting of models, assessing model assumptions and testing hypotheses. Application of these models to problems in the health sciences.

#### **HSG 605C Logistic Regression and Its Application (0.25) LEC**

*(Cross-listed with KIN 631D)*

The use of logistic regression for the analysis of multi-variable data sets with binary response. Strategies for model building, fitting of models, assessing model assumptions and testing hypotheses. Use of these models to analyze prospective studies, case-control studies and cross-sectional studies.

#### **HSG 605D Analysis of Variance I (0.25) LEC**

*(Cross-listed with KIN 631E)*

Review of Hypothesis tests and Confidence intervals for paired and unpaired observations. The concept of a designed experiment and its associated model. Analysis of variance for one and two factor experiments including interaction. Contrasts for comparing various treatment means. Use of Residual analysis to check the statistical assumptions of a design. SAS may be used to obtain listings used in the analysis.

#### **HSG 605E Analysis of Variance II (0.25) LEC**

*(Cross-listed with KIN 631F)*

Methods for determining Expected Mean Squares. Design and Analysis of Factorial, Fractional Factorial and Repeated Measures Experiments. Design and Analysis and other designs as time permits. SAS may be used to obtain listings in the analysis.

**HSG 606 Epidemiological Methods (0.50) LEC**

An investigation of the epidemiology of selected non-infectious diseases with emphasis on the identification of risk factors and on the methodology of epidemiological investigations.

*Prerequisites: HSG 605B and 605C.*

**HSG 607 Mechanisms of Disease Processes (0.50) LEC**

The focus of the course is on basic physiological and immunological mechanisms involved in major contemporary health problems, including those which are contributed to by behavioural factors.

**HSG 609 Population Intervention Research for Chronic Disease Prevention (0.50) LEC**

This course introduces concepts, theories and methods pertinent to the conduct of research for population intervention, especially as it relates to chronic disease prevention. Modules introduce ecological, utilitarian and social justice frameworks, ethical challenges, the importance of integrated knowledge translation and new methodologies for informing the development of population interventions. Students gain experience writing and critically reviewing grant proposals.

**HSG 610 Program Development and Service Delivery for the Elderly (0.50) LEC** *not offered in 2011-2012*

The various programs and services, particularly in the non-medical areas, will be discussed. Emphasis will be placed on various programs which are available to the elderly residing in the community, such as home care and homemaking services, various outreach programs, including day hospitals, placement and coordination services, geriatric assessment services, vacation relief beds and foster home programs. The reasons for the changes which have taken place over time will also be investigated. In addition, the cost-effectiveness and methods how such cost-effectiveness can be evaluated will be outlined. As with HSG 703, students in this course will be expected to undertake some field work.

**HSG 611 The Health Care System (0.50) LEC**

This course examines the environment in which health care systems operate, with a focus on policy formulation legislative frameworks, governance structures, and funding models. Special attention is given to issues related to electronic health records and health information systems. A focus on international settings with strong track records in health informatics is central to this course.

**HSG 612 Health Informatics I - Data Structures and Standards (0.50) LEC**  
(Cross-listed with CS 792)

This course focuses on health data as a key component of all health informatics systems. Topics include ontologies and other classification taxonomies found in health systems, data standards (with a focus on Canadian implementations of international standards), privacy and security of health data, client/patient assessment tools, and ethical considerations.

*Instructor Consent Required*

**HSG 620 Selected Topics (0.50) RDG**

Fall/Winter/Spring Specific topics may include health behaviour change, decision making in health delivery systems, stress coping strategies, risk assessment and management, psychopharmacology and addiction, nutrition and chronic disease, psychosocial factors in disease, accident and injury control, health assessment, health and the aging person, etc.

**HSG 641 Practicum (0.50) PRA**

Fall/Winter/Spring The supervised practicum is intended to enhance basic or applied research skills. The placement may involve a combination of research design or program development, data collection (using quantitative or qualitative methods), analyses, interpretation, and presentation. A contract stipulating practicum objectives, and work to be completed to meet these objectives must be jointly approved by the student, the practicum supervisor, the academic supervisor, and the practicum coordinator. A written report by the student, together with a letter from the field supervisor, are used by the co-ordinator to evaluate student performance. This course is intended for Masters level students. Graded on a Cr/NCr basis. Prerequisite: consent of instructor.

*Instructor Consent Required*

**HSG 651 Analysis and Management of Health Information in Aging Populations (0.50) SEM**

The course combines an overview of health policy issues and service delivery with methodological considerations in the analysis of health information from a variety of sources. The topics to be addressed may include the role of health information in evidence-based practice and policy development; basic concepts of demography and health information management; secondary data analysis; case-mix based funding systems; performance indicators, quality, and accountability in health care; clinical applications of health data; need analysis; cost analysis; international comparisons.

*Instructor Consent Required*

**HSG 652 Decision Making and Decision Support in Health (0.50) SEM**

One of the major aims of health informatics is to help health professionals make better decisions. To this end, diverse models and methods of decision making and decision support have been developed and implemented in health care settings. This course reviews theories, methods, and technologies for aiding the process of making decisions in health care.

*Instructor Consent Required*

**HSG 654 Knowledge Mobilisation to Serve Society (0.50) SEM**

The goal of knowledge transfer is to make publicly-funded research in health and social science more useful to policy, practice, and the public. In this interdisciplinary course students learn how to gather, evaluate, synthesize and summarize scholarly knowledge in ways that meet the needs, timeframes, culture, and realities of stakeholders. Experts from the areas of policy, media, and practice will offer their perspectives on knowledge transfer and increased research impact. Activities include framing academic research in the context of public issues and creating knowledge products for practitioners and policy-makers in the students' areas of interests.

**HSG 655 Building Community University Research Alliances (0.50) SEM**

The impact of research in health and social sciences depends on strong and mutually beneficial relationships between researchers and those who apply research findings to issues of public concern. This interdisciplinary course examines the barriers and enablers of community-university partnerships from historic, cross-cultural, and empirical perspectives. Leaders in local community service organisations will help students develop research alliances relevant to the students' areas of interest. Through these research alliances, students will help their service organisations find and use existing research to support the effectiveness of their programming and increase their capacity to use research evidence.

**HSG 671 Psychopharmacology and Addiction (0.50) LEC**

The objectives of this course are to provide a basic understanding of psychopharmacology and the process of drug addiction. Topics addressed will include: i) basic principles of pharmacology, ii) factors that contribute to individual differences in drug response, iii) mechanisms of drug action on neurotransmission, iv) major neurotransmitter systems of the brain and how these are influenced by psychoactive drugs, and v) theories of addiction, including a consideration of the interaction of biological with behaviour and socio-cultural factors.

*Antirequisite: HLTH 471.*

**HSG 672 Epidemiologic Methods in Aging Research (0.50) LEC**

*(Cross-listed with PSYCH 788)*

This course introduces the application of epidemiologic methods to the study of older persons. This lecture/discussion course will present core epidemiologic concepts and methodologic issues in epidemiologic studies of older persons. We will then study predictors of health and three major health outcomes: longevity/mortality, functional status/disability, and disease. Students will critically evaluate epidemiologic studies in aging research and will investigate a specific topic in this field in depth.

**700's series**

**HSG 720 Advanced Topics (0.50) RDG**

An in-depth analysis of specific topics of interest. Representative topics may include advanced epidemiological and statistical methods for health research, cancer prevention and control, advanced health program evaluation, psychoneuroimmunology, addictions, caregiver issues, etc.

**HSG 730 Fundamentals of Work and Health (0.50) LEC**

*(Cross-listed with KIN 730, REC 730)*

This course will provide an overview of current thinking on work and health by introducing students to major substantive topics in the area from a multi-disciplinary perspective. The course will critically examine a variety of topics that may be investigated from different disciplinary perspectives. Classes will include presentations by faculty members representing different disciplines in the collaborative program. Examples of topics discussed in a given term may include work-stress relationships, healthy workplaces, and vulnerable populations.

**HSG 731 Approaches to Research in Work and Health (0.50) LEC**

*(Cross-listed with KIN 731, REC 731)*

The purpose of this course is to introduce students to different ways of designing and implementing research within work and health as well as some of the practical, political and ethical challenges. The course content will include an examination of the epistemological positions associated with different types of research questions, analysis of case studies of research in work and health, and discussions of proposed research questions and proposals that examine problems from a variety of disciplinary perspectives. The course will also include presentations by researchers and practitioners from the work and health domain, who will facilitate discussions on the challenges and opportunities of conducting and applying research in this area.

**HSG 732A Work and Health Research Seminar (I) (0.00) SEM**

*(Cross-listed with KIN 732A, REC 732A)*

This seminar is a forum for student presentations about results of or proposals for research. Invited speakers will also present results of research from time to time. Attendance at the seminar is required for two terms (i.e., during the candidates' first two years in the program). Attendance beyond that is encouraged. The range of topics that will be addressed in the seminar crosses all areas of investigation in the collaborative program. Grading will be on a credit/no credit basis.

**HSG 732B Work and Health Research Seminar (II) (0.00) SEM**

*(Cross-listed with KIN 732B, REC 732B)*

This seminar is a forum for student presentations about results of or proposals for research. Invited speakers will also present results of research from time to time. Attendance at the seminar is required for two terms (i.e., during the candidates' first two years in the program). Attendance beyond that is encouraged. The range of topics that will be addressed in the seminar crosses all areas of investigation in the collaborative program. Grading will be on a credit/no credit basis.

**HSG 741 Advanced Practicum (0.50) RDG**

The supervised research practicum is intended to enhance basic or applied research skills as demonstrated through previous practica, research assistantships or other research experiences. The placement may involve a combination of research design or program development, data collection (using quantitative or qualitative methods), analyses, interpretation and presentation. A contract stipulating practicum objectives, and work to be completed to meet these objectives must be approved jointly by the student, the practicum supervisor, the academic supervisor, and the practicum co-ordinator. A written report by the student, together with a letter from the field supervisor, are used by the co-ordinator to evaluate student performance.

*Instructor Consent Required*

### **HSG 750 Fundamentals of Aging, Health and Well-being (0.50) LEC**

*(Cross-listed with KIN 750, REC 750)*

This survey course will be team-taught by members of the collaborative program and will serve to introduce students to major sub-areas of aging, health and well-being research. Topics will be covered from each Department within the Faculty of Applied Health Sciences.

*Prerequisite: AHS PhD Graduate Level Plans only.*

### **HSG 751 Aging, Health and Well-being Research Seminar (0.00) SEM**

*(Cross-listed with KIN 751, REC 751)*

This seminar is a forum for student presentations about results of, or proposals for research. Invited speakers will also present results of research from time to time. Attendance at the seminar is required for two terms (i.e., during the candidates' first two years in the program). The range of topics that will be addressed in the seminar crosses all areas of investigation in the collaborative program. Grading will be on a credit/no credit basis. Must be registered in the PhD program in Aging, Health and Well-being.

## **Other courses offered in the 2011-2012 academic year but not described in the Graduate Calendar:**

### **HSG 620 Decision Making and Decision Support (0.50) RDG**

One of the major aims of health informatics is to help health professionals make better decisions. To this end, diverse models and methods of decision making and decision support have been developed and implemented in health care settings. This course reviews theories, methods, and technologies for aiding the process of making decisions in health care.

### **HSG 620 Advanced Seminar on Aging (0.50) RDG**

This seminar provides an opportunity for critical discussion and analysis of issues in individual and population aging from a multi-disciplinary perspective. Emphasis will be placed on methodological issues and challenges in aging research, on implications for practice and policy, and on implications for future research.

**HSG 620 Analysis and Management of Health Information in Aging Populations (0.50) RDG**

The course combines an overview of health policy issues and service delivery with methodological considerations in the analysis of health information from a variety of sources. The topics to be addressed may include the role of health information in evidence-based practice and policy development; basic concepts of demography and health information management; secondary data analysis; case-mix based funding systems; performance indicators, quality, and accountability in health care; clinical applications of health data; need analysis; cost analysis; international comparisons.

**MPH courses available to students in the MSc and PhD programs:****PHS 623 Risk and Exposure Assessment in Public Health (0.50) LEC** Course ID: 012534

Methods used to assess human health risks associated with biological, chemical and physical exposures in the environment, focusing on hazard identification, dose-response assessment, exposure assessment, and risk characterization. The course examines the strengths and weaknesses of various types of risk assessment approaches, the inherent uncertainties in each stage of risk assessment, and the interactive role of risk assessment and risk management in public health decision-making. Course open to MPH students. Others are admitted with consent of instructor.

*Prerequisite: PHS 604 Master of Public Health students only*

**PHS 624 Environmental Toxicology in Public Health (0.50) LEC** Course ID: 012535

Introduction to the underlying principles governing the interactions of foreign chemicals with biological systems, including a description of the human health effects that can occur as a result of chemico-biological interactions in the environment. Course open to MPH students. Others may be admitted with consent of instructor.

**PHS 632 Health Economics and Public Health (0.50) LEC** Course ID: 012537

An exploration of the socioeconomic determinants of health, the role of economics in public health policy, and the uses of economic evaluation methods in public health decision-making. Course open to MPH students. Others may be admitted with consent of instructor.

**PHS 635 Public Health, Environment and Planning (0.50) LEC** Course ID: 012540

An exploration of the complex set of relationships among public health, environment and planning at the community and global levels. Topics covered include the concept of sustainable development and how it relates to public health.

**PHS 636 Applied Epidemiology: Advanced Concepts and Applications for Public Health (0.50) LEC** Course ID: 012541

This course employs a case-study approach to demonstrate methods for investigation and control of communicable disease outbreaks and clusters of chronic diseases and injuries. Course open to MPH students. Others may be admitted with consent of instructor.

**PHS 637 Public Health Informatics (0.50) LEC**

Course ID: 012542

This course examines the application of information technologies and information systems in public health practice. Selected topics include managing information to deliver value; data standards in public health; privacy, confidentiality and security in public health; surveillance systems, informatics of toxicology and environmental public health. Course open to MPH students. Others may be admitted with consent of instructor.

**PHS 662 Global Health (0.50) LEC**

Course ID: 013387

"Global Health" refers to health issues and concerns that transcend national borders, class, race ethnicity, and culture. This course will examine Global Health issues and challenges in the 21st century from a Public Health perspective. Issues range from socioeconomic factors, health systems, culture, human rights, ecological sustainability, humanitarian assistance, and war and peace. Group work is emphasized. There may be opportunities for service learning or interviews with frontline providers to explore Global Health in a local context.

*Prerequisite: MPH and HSG Graduate Plans - All others require the permission of the instructor*

**PHS 663 Human Development and Health (0.50) LEC**

Course ID: 013388

Course content includes normative and non-normative development across the lifespan as it is relevant to individual and population health and public health programming. The human is treated as an independent system nested within an environmental system. Consideration will be given to the interaction of the commonly recognized developmental domains, the individual's context, and wellness. Topics of discussion may include the impact on health and wellness of developmental continuity, resilience, transitions, and milestones.

*Prerequisite: MPH and HSG Graduate Plans - All others require the permission of the instructor*

**PHS 661 Geographic Information Systems and Public Health (0.50) LEC**

Course ID: 013386

The course introduces the concepts, methods, and applications of Geographic Information System (GIS), with a focus on spatial analysis in public health. The strong emphasis on assignments that require application of concepts and methods provides students with hands-on experience of important GIS applications in public health, including disease surveillance and control, disease risk estimation, health service planning, mapping disease, disease cluster detection, and analyzing environmental hazards at the neighbourhood, municipal, regional, and international level. Students will learn the fundamentals of GIS, methodologies for analysing

spatial data, study design, spatial data issues and interpretation of the results of analyses for GIS applications in public health. There is no prerequisite for this course. However, basic knowledge of statistics with an interest in information technology, public health, and mapping is highly desirable.

*Prerequisite: MPH and HSG Graduate Plans - All others require the permission of the instructor*

### **MPH courses (Directed Studies) not listed in the Graduate Calendar:**

#### **PHS 638 Social Justice and Health (0.50) LEC**

Concern for social justice gave birth to modern Public Health. Public health has, for decades, mostly involved promoting good health and preventing disease by focusing on direct threats such as SARS, smoking, STI's, and salmonella. This was not always the case; Public Health experts in the early part of the 20th century were unabashed advocates for social justice in the distribution of resources such as access to safe water, food, health care, and housing. We return to our roots by acknowledging that some of the greatest local and global threats to health are in the form of unequally distributed resources such as housing, education, safe communities, and in the form of less visible barriers such as discrimination, sexism, and classism.

#### **PHS 638 Environmental Approaches to Physical Activity (0.50) LEC**

This course examines social ecological models of health promotion and empirical and conceptual research and interventions related to elements of the built environment that impact physical activity participation.

### **Practicum (HSG 641 and 741) Description and Guidelines**

*Graded as Credit/No Credit*

A practicum is a supervised field or lab experience designed to enhance research and analytical skills (either quantitative or qualitative). The practicum is *not* intended to replace, but rather to supplement and build upon, academic courses. The practicum must have an “application” or hands-on focus. Reading the literature and writing a review of the literature, may be part of the practicum, but is not sufficient in and of itself. If your objective is to read and critique a body of literature, then you should be considering a special topics reading course and not the practicum.

Tasks involved may consist of research design, tool development/validation, or program development/evaluation and normally will include data collection and/or analyses, as well as report writing. Practicums can take place in research laboratories or a variety of organizational or community settings (e.g., industry, hospitals, public health units, schools, clinics, etc.). Practicums are intended to learn new methodological skills and/or enhance and extend current skills (and may involve pilot testing for a potential thesis project). HSG 741 (Advanced Practicum) is intended to enhance basic or applied research skills as demonstrated through previous practica (e.g., HSG 641 project), RA's or other research experiences.

Practicums typically last 12 weeks (about 10 hours per week) over a term, similar to academic courses. It is permissible, however, for the work to take place in a more concentrated block of time (for instance, 20 hours/week for about 6 weeks; or 40 hours/week for about 3 weeks) if the project in question dictates this timeline, and provided the commitment does not interfere with other academic duties (such as on-campus courses, TAs or RAs). Not surprisingly, many students choose a practicum in the Spring term when fewer on campus courses are offered.

In addition to a well-defined project, another critical component for approving the practicum is the availability and willingness of a qualified field supervisor (someone who has the methodological training and time to oversee and train the student). Occasionally, a department faculty member acts as the field supervisor or co-supervisor on the project.

You cannot simply register for the practicum. Similar to an independent reading course, each practicum must be approved. A contract must be completed by the student, in conjunction with the field supervisor, outlining the nature of the project, describing the specific tasks the student will be responsible for (or involved in), specifying the timeline and meeting/supervision schedule, and finally, describing the final product (and due date) to be produced for assessment purposes. The student and field supervisor(s) must sign this form, which will then require the approval of both the student's academic advisor(s) and the HSG practicum coordinator. Be prepared to produce multiple drafts of this contract; clarifications are frequently required prior to approval. Make sure the specifics are agreeable to all parties (approval in principle) before getting signatures. Ethics approval through U of W or sponsoring organization for the project in question must be obtained.

A condensed version of the practicum contract is shown below. An electronic copy is available from the GSC. Examples of practicum contracts completed by HSG grad students are also available for students to look at (see the GSC).

A written report by the student, together with a letter from the field supervisor (attesting to completion of the work by the student and evaluating the student's performance in the project) must be submitted to the HSG practicum coordinator in order to receive academic credit for the practicum. In most cases, the academic advisor will also want to review these materials. This documentation should be submitted at least two weeks before the grades are due for the term in question, in order to avoid an INC grade on the course. The report must be made available for purposes of evaluation and in public domain.

While raw data and other information of a confidential or proprietary nature may be restricted by the sponsor, sufficient information must be included in the practicum report for purposes of academic evaluation of the project. For allowable travel expenses and insurance purposes, students must submit to their academic advisor, in advance, a Travel Claim form prior to any travel requiring university funds for reimbursement.

## H. Policies on Thesis Committees, Proposals and Defences

As noted in the preceding section, detailed guidelines have been developed for HSG students concerning the Masters Thesis, PhD Comprehensive Exams and PhD Proposal & Dissertation, respectively. These guidelines are available on the HSG website and address everything you need to know from how to select your committee, to how to develop the proposal, to writing the thesis, and finally, to the steps involved in scheduling your final defence. The purpose of this section is to outline the department, faculty and university policies that must be followed.

### Thesis Proposal Checklist (MSc and PhD)

#### I. Title of thesis

1. Is the title clear, simple to follow and self-explanatory?
2. Does the title create interest in the topic?
3. Have you included the department, month and date on your title page?

#### II. Abstract (optional for the proposal; consult your supervisor)

#### III. Table of Contents (a *Table of Tables* and *Table of Figures* may also be included, as appropriate)

1. Have you included the heading and page number of all major sections?

#### IV. Introduction and Overview (recommend 1-2 pages)

The purpose of this section is to introduce the topic, generate interest in reading the proposal and provide a brief overview of what is to come (main sections of the proposal). In this section, it is appropriate to briefly describe the statement of the problem or issue to be addressed, the state-of-the-art (what is currently known, what is not), and the general or overall purpose of the study.

Remember that here it is important to first generate interest in the topic and convince the reader that it's worthwhile to keep reading. Do not dive into the literature immediately.

1. Have you oriented the reader to the main theme of the thesis through a general introduction?
2. Have you created interest in the topic of the thesis?
3. Have you given a brief overview of the main sections and ideas of the proposal?
4. Have you written a transition paragraph from the introduction to the literature review?

#### V. Literature Review (recommend: 5-10 pages in consultation with your supervisor)

Remember to organize the literature review according to a logical scheme. Avoid merely stating what other people have said without providing your own summary and critical analysis. Remember to synthesize, integrate, criticize. Keep in mind that "review articles" are the synthesis and opinions of others and should be described accordingly. Use primary sources (original articles) as much as possible

1. Have you included key references and sources for your review?

2. Have you synthesized and integrated the literature in a meaningful way? Where appropriate, tables or figures may be used in the text or appended.
3. Have you shown how the existing literature relates to your research study question(s)?
4. Have you avoided merely repeating what others have said or shown, without any organization or critical analysis?
5. Have you included a summary and implications section?

**VI. Study Rationale** (recommend: 2-3 pages)

In this section, you need to state (clearly and succinctly) how your study will contribute to the existing body of knowledge (published, scholarly literature) and/or has applied implications for program or policy planning, development and decision-making. Your contributions may be conceptual, methodological and/or practical in nature.

1. Have you clearly described how your study addresses gaps in the field?
2. Have you clearly stated the overall and specific purposes of your study in terms of study questions, hypotheses or issues that will be addressed?
3. Have you shown what are the scholarly implications (theoretical or practical) of your proposed study?

**V. Methods** (recommend: 10-12 pages of text)

This is one of the most important sections of your proposal. Regardless of whether you are proposing to collect new data (in either a laboratory or field setting) and/or perform secondary analysis of existing data sets, it is important that you describe your proposed methods clearly.

1. Have you described the basic design or protocol you propose to use (or which was used to collect the data) in relation to your study questions (including advantages and limitations of this approach)? Diagrams are often helpful to illustrate protocols.
2. Have you described in detail sample recruitment and selection criteria (including sample size calculations for statistical power when applicable)?
3. Have you considered issues of obtaining approval from participating agencies (if applicable), approval from the University of Waterloo Office of Research Ethics and informed consent from study participants? Append draft consent forms if possible.
4. Have you described in detail the data collection procedures and instruments? Append a description of the tools (or the tools themselves if in questionnaire form).

Have you explained how you will analyze the findings? Regardless of whether the data are quantitative or qualitative or both (mixed-methods), you need to justify your choice of analytic procedures (statistical tests, verification procedures, etc.). In some cases, you may also wish to stipulate a priori expectations (consult your advisor).

**VI. Resources and Timeline** (recommend: 2 pages)

In this section, you should outline the resources, equipment and/or training needed to carry out your proposed study. You should also speak to your supervisor concerning the costs associated with the study in question and sources of support. Finally, you should diagram the study timeline (e.g., number of weeks or months) estimated for each phase (e.g., ethics approval, sample recruitment, each phase of data collection, analysis, write-up). Together, you and your committee will determine whether your proposed timeline is realistic and if the study needs to be modified.

1. Have you identified the necessary equipment and resources to carry out your study?
2. Have you made clear what funding you will need for your thesis?
3. Have you asked your supervisor how much support you can expect and for what activities?
4. Have you shown in chart form the phases of the project and what you will be doing during each step?
5. Have you given a projected timeline for completion of the project (including number of months estimated for the various phases)?

## VII. Reference List

1. Have you checked that the references are accurate?
2. Have you included all the references (and only the references) cited in the text?
3. Have you followed an accepted reference style (e.g., American Physiological Society; American Psychological Association) consistently throughout your text and list?

## VIII. Appendices

1. Have you placed supporting documentation in the appendices (e.g., tables summarizing prior studies, program information, proposed tools, assay procedures, draft of human or animal research ethics approval forms, clearance for biohazards etc.).
2. Have you titled each appendix and lettered consecutively (A, B, C, etc.) in the same order as cited in the text

## Format and Style Considerations:

1. Have you formatted your proposal so that it is double-spaced, 12 pt. font, 1” margins throughout, and left-justified? Have you done spell and grammar checks?
2. Is the material well-organized and presented clearly and concisely? Are there clear transitions from one section to another (flow)? Your first draft should not be your final draft! Leave it awhile and go back again to consider how it can be improved. Have a fellow student read it and give you constructive feedback.
3. Have you carefully proof read all sections of your proposal prior to submission?

**Page Recommendations:** These are guidelines only. Masters' thesis proposals may be somewhat shorter (~20-25 pages, excluding references and appendices) and doctoral thesis proposals may be somewhat longer (~25-30 pages, excluding references and appendices).

### **Declaration of Master's Thesis Topic and Committee Form**

University of Waterloo guidelines for Master's Theses stipulate that the committee must consist of at least three faculty members, including: the supervisor (from the home department in which the student is enrolled), as well as two other committee members (at least one of whom has an academic appointment in the home department). Occasionally, two faculty members act as co-supervisors on the three person committee. Your academic advisor/supervisor will assist you in identifying and approaching the most appropriate faculty members to serve on your committee.

Once your topic has been chosen, and your committee selected (and agreeable to serve), you need to complete the **“Declaration of MSc Thesis Topic, Supervisor and Committee Members”** form (available from GSC) have it signed by your supervisor and submit this form to the GSC.

### **Master's Thesis Proposal Presentation**

Once you and your supervisor agree that the written proposal is ready for presentation, there are a number of steps you must follow :

1. The student must contact all members of the committee to determine possible dates and times for the presentation.
2. The student must provide each member of the committee, as well as the GSC, with a copy of the proposal, at least a week (and preferably two weeks) in advance of the presentation. The GSC will then announce the presentation and put a copy of the proposal on display.
3. The student must book a room for a two hour period and inform all committee members of the date, time and room booking. Contacts for room bookings are provided below. Any necessary A-V equipment must be booked in advance.
4. The student must complete the **“Thesis Proposal Notification Form”** (available from the GSC) and return this form to the GSC at least 2 weeks prior to the scheduled presentation.

*Contacts for BMH room bookings:*

For: BMH 3119 (round table), LHN 1703 and LHN 2703

Contact: Dawn Cheng, Dean's Office, ext. 32920, [dacheng@uwaterloo.ca](mailto:dacheng@uwaterloo.ca)

### **HSG Policy on Absent Committee Members for Masters Proposals**

The thesis supervisor will **chair** the proposal presentation, questioning period and deliberations. It is expected that all committee members will make every attempt to be present at the proposal presentation. Teleconference participation can be arranged if necessary. The presentation cannot take place unless at least two committee members, one of whom must be the supervisor or co-supervisor, are present. If one committee member (other than the supervisor) cannot attend (and provided reasonable efforts have been made to accommodate scheduling), it is permissible to proceed. If this situation is

known in advance, the supervisor must contact the absent member and obtain his or her written questions, desired responses, assessment of proposal acceptability, and suggestions for modifications. The supervisor is responsible for relaying this information during the meeting. If a committee member is unable to submit questions in advance, or fails to attend as planned due to unforeseen circumstances, the supervisor must obtain written feedback from the absent member prior to reaching a final decision concerning the acceptability of the proposal and permission for the student to proceed with data collection.

It is up to the supervisor to ensure that any and all concerns of the committee members (whether present at the proposal or not) are adequately addressed by the student prior to approval of the proposal and permission to proceed. As a means of documenting changes to the original proposal, particularly the methods, the candidate can be asked to develop a brief addendum which is given to all members of the committee (and to the GSC for the student's file). In extreme cases, the proposal may need to be totally rewritten and another presentation meeting scheduled.

*Note:* If a committee member is unable to continue serving on a thesis committee, a replacement should be found. The GSC and Grad Officer should be informed of any and all changes to the composition of a student's thesis committee when, and if, such changes occur.

## UW Ethics Approval Requirements and Process

Ethics clearance from the Office of Research Ethics at the University of Waterloo **is required** for all research projects (involving either human participants or animals; as well as for using secondary data not in the public domain) undertaken by either faculty and/or students. Such approval must be obtained **before** any data collection takes place! Your supervisor will assist you with this process and must sign your application form. Consent forms acknowledging ethics approval must be developed and contained in your application. Allow at least 2-4 weeks for this approval process to take place. The online ethics applications for human and animal research and instructions for completion are available online: <http://iris.uwaterloo.ca/ethics/>. Both on-line and hard copies are required.

## Master's Thesis Final Defence

Once your committee decides you are ready to proceed to defence, there are a number of things that need to be done, similar to the steps prior to the proposal presentation.

1. The student must contact all members of the committee re: available dates and times.
2. The student must provide each member of the committee as well as the GSC with a copy of the thesis at least **two weeks in advance** of the defence date.
3. The student must book a room for the date and time agreed to by all committee members. Book the room for at least a two hour period. Notify all committee members of room and time.
4. The student must complete the **"Thesis Defence Notification Form"** (available from the GSC), and return this form to the GSC **at least 2 weeks** prior to the scheduled defence.
5. The GSC will announce the upcoming thesis defence to departmental faculty and graduate students, as well as the Associate Dean. The thesis supervisor will chair the defence.

6. The GSC will put a copy of the thesis on public display for **at least two weeks** prior to the scheduled defence.

Note: the GSO strongly discourages holding thesis defences during holiday periods or close to the end of term. **If the defence is scheduled near the end of a term, the thesis must be on display at least 4 weeks prior to the registration day of the subsequent term; otherwise, fees must be paid for the subsequent term.**

### **HSG Policy on Absent Committee Members for Master’s Thesis Defence**

The policy of HSG is that no more than one committee member, and not the thesis supervisor, may be absent for the MSc thesis defence to take place. The absent member must be contacted in advance by the thesis supervisor and submit a list of questions, desired responses, as well as a final recommendation (refer to decision categories below), including a list of revisions that need to be made, to the GSC and the supervisor at least 24 hours prior to the scheduled defence. Questions from an absent committee member, which must be submitted in advance for the defence to take place, will be read by the Chair (a copy will be provided by the GSC in the defence folder). Note: the supervisor should fax a description of the decision categories to the absent member if s/he is from outside the department. In contrast to the proposal defence, feedback from an absent committee member cannot be submitted after the defence has taken place. If the above stipulations cannot be met, the defence will have to be cancelled and rescheduled.

In the event that a committee member fails to attend as scheduled, allow at least 30 minutes and have someone attempt to contact the individual. If 30 minutes have elapsed and no contact has been made, the chair and supervisor should consult the departmental Graduate Officer or the Associate Dean for Graduate Studies. In most cases, the defence will have to be rescheduled.

### **Decision Categories for Master’s Thesis Defences**

- i. Accepted.* The thesis requires no change or only minor typographical or editorial changes which will be made to the satisfaction of the thesis supervisor.
- ii. Accepted with Modifications.* The thesis requires minor changes in substance and/or major editorial changes or clarifications. Typically, this category implies that no further data analyses need to take place; it is more a matter of refinement, clarification or elaboration. The Chair will make notes on the changes requested by the committee, as well as who will take responsibility for examining and approving these changes, and the date by which the changes should be submitted. This list can be produced by both the Chair and the thesis supervisor. The list should be submitted within two working days to both the candidate and the GSC.
- iii. Accepted Conditionally.* The thesis required more substantive changes (such as re-analyses or major re-writing), but will likely be acceptable once these changes are made to the satisfaction of the committee. The report of the Chair will outline the nature of these changes, the date by which the changes are to be completed, who will be responsible for approving these changes, and the consequences if the student fails to comply. As in ii, this report should be prepared as soon as possible (no later than a week following the defence) and must be submitted to the GSC and the candidate, as well as to the supervisor and all committee members who will be involved in the approval process.
- iv. Decision Deferred.* The thesis requires very substantial modifications (such as additional data collection or major re-analyses); acceptability is in doubt. Similar to ii, the report of the Chair will provide a list of concerns and modifications required, as well as a time line for completion, and

consequences should the student fail to comply. In this case, the revised thesis must be submitted to the entire examining committee and a subsequent defence scheduled. The display period may be waived or enforced at the discretion of the Graduate Officer. Normally, the same committee will serve. A decision to defer is permitted only once for each candidate.

*v. Rejected:* The Chair will provide a written report concerning the reasons for rejection by the examining committee. The Graduate Officer will subsequently advise the student concerning continuing in the degree program.

### **Master’s Thesis Examination Report Form**

The GSC will supply the Chair of the thesis defence with a copy of this form prior to the defence. Following deliberations of the examining committee, and upon reaching a decision on the thesis (as described above), the chair will indicate the committee’s decision on this form. All committee members present the day of the defence will sign the examination report form. This form will be returned immediately following the defence (or the next working day in the event that the office is closed for the day) to the GSC. If the decision is other than “Accepted”, the Chair must also submit a list of required changes, or reasons for rejections as stipulated for each category above.

If the decision is *ii* to *iv*, the designated committee members must be satisfied that the changes requested of the student have been made to their satisfaction. The supervisor will then sign on behalf of the committee to indicate that the thesis is now considered accepted. Then the Graduate Officer and Associate Dean will give their approval. The student can then proceed to complete an **Intention to Graduate Form** and any other “end of program” forms required by the department (see the GSC for these forms).

### **Master’s Thesis Submission**

Once approved, all theses must meet the specifications as outlined in the Thesis Regulations which can be found on the web under the Graduate Studies home page. Take your thesis over to be checked by the GSO before you photocopy the minimum three copies for binding. Note: Students may be required to submit additional copies if they have more than one academic department and/or supervisor.

### **HSG Regulations for the PhD Comprehensive Examinations**

While all doctoral programs at the University of Waterloo have a comprehensive exam requirement, the format differs from department to department. As previously noted, detailed PhD Comprehensive Exams guidelines are available on the AHS Graduate Student website.

<http://www.ahs.uwaterloo.ca/facgrad/facpolicies.html>

You are expected to carefully read and follow these departmental guidelines. The policies contained in these guidelines are highlighted below.

Normally, doctoral students begin working on their comprehensives after completing all required course work. In some cases (such as when a course is not offered until a later term), it may be permissible to register for, and begin work on the comp papers while completing course work. A request in writing should be submitted to the Graduate Officer in such instances.

The University of Waterloo policy in the Graduate Studies Calendar states that: “*procedures must begin within four academic terms of the student’s first registration in the PhD program and completed within at*

*least seven academic terms from initial registration. Students must register for the comprehensive in the term in which they begin the comprehensive process.”*

Note: this time line is intended for full-time doctoral students. Part-time students are normally expected to begin the comp process by the sixth term after first registration.

To simplify, you are expected to start preparing the comps by your 3rd or 4th term (no later than the 6th term for PT students), get your topics approved soon after, and complete the writing of each paper in two to three months (with the oral examination to take place within the next month). The expectation is that you can complete the process within two terms (but no longer than three terms) after beginning the process.

The comprehensive requirement **must be** successfully completed (the Comp Exam paper subjected to oral examination, passed, and a credit approved) **before** proceeding to the formal presentation for the dissertation proposal.

For the HSG PhD program, the comprehensive examination process consists of one written Comprehensive Examination paper on a single topic (or possibly a series of related sub-topics), in which the Comp Exam topic(s) and Comp Exam committee members must be approved by the HSG Graduate Studies Committee.

The paper is assessed by an examination committee, and the doctoral candidate's knowledge in the area is examined in a "closed" or non-public oral defence (meaning that only the candidate and his or her committee is present). Both the paper and the oral defence must be considered satisfactory (passed). Once the oral defence has been successfully completed, a credit is submitted to the GSO.

Your Comprehensive Examination committee will consist of **three** faculty members--normally your proposed dissertation supervisor (who will also act as **chair** of the committee), and two other faculty members. These other two committee members may be from the HSG graduate program, from other departments at UW, or may hold faculty appointments in other universities.

It is permissible for your advisor/supervisor to assist you with the initial development of the topic area for the Comp Exam paper, and to suggest possible committee members. The graduate advisor/supervisor may also be consulted periodically to ensure that the proposed reading list and draft outline for the student's Comp Exam paper is moving in the proper direction as expected by the Comp Exam committee. However, the work of researching and writing the Comp Exam must be exclusively the student's responsibility.

Once you have decided on your Comp Exam area and committee members (who have agreed to serve), you are ready to complete the ***Comprehensive Planning Form*** which must be signed by your supervisor and submitted to the graduate officer for approval (allowing two weeks for this approval process). Request these forms from the GSC.

When you are ready to submit the paper for oral defence, contact all the committee members re: availability for possible examination dates. It is also your responsibility to inform the GSC of the scheduled defence and to submit the paper in question to all members of the examining committee **at least two weeks prior** to the oral examination. This is the first time committee members are permitted to see a copy of the paper itself.

### **HSG Policy on Absent Committee Members for PhD Comp Exam**

Normally, all committee members are present at the oral examination. For paper A, both committee members must be present. For paper B, it may be permissible to hold the examination with two of the three committee members (other than the chair) present. In such cases, written questions and comments must be submitted by the absent member and addressed at the defence by the chair. The graduate officer (or designate from grad affairs) must be informed and give approval for the defence to proceed with only two committee members. If such approval is not received, the oral examination will have to be rescheduled. If a member becomes unable to continue to serve on a comp committee, or cannot agree to an examination date within a reasonable length of time after being approached, the committee chair and graduate officer should be consulted concerning possible replacement of the committee member. The committee chair should then inform the GSC of such replacement.

The candidate will be asked to leave the room after the questioning period for committee deliberation. The candidate will be informed of the examining committee's decision immediately following. The decision options are: (a) both the paper and oral defence are acceptable (passed); (b) the paper requires modification but no further oral examination; (c) further oral examination is required; (d) paper requires modification and further oral examination required; or (e) failure. In the event of a decision other than (a), written feedback will be provided to the candidate (and copied to the GSC) by the chair of the committee within two weeks at the latest. A time line for re-submission and/or further oral examination will be specified if necessary. The examining committee will subsequently grade paper modifications or oral defence as pass or fail. Failure will necessitate a review of the candidate's status by the department and may result in the student being required to withdraw from the program (see UW regulation below).

As stipulated in the UW Graduate Studies Calendar: *“candidates who fail to pass the comprehensive the first time or who are required to complete additional requirements must satisfy the comprehensive requirement of their department within one calendar year after the unsuccessful attempt, provided the decision made at the time of the comprehensive allows for another opportunity. Students who fail to meet this condition will be required to withdraw”*.

## **Intellectual Property**

According to university policy (refer to Policy # 73), the comprehensive examination papers are the student's intellectual property. As such, these papers must not be shown to anyone (released or disseminated in any fashion) without the explicit written permission of the student (the author). If you plan to publish articles stemming from your authorship with your supervisor, some references on guidelines are listed below.

International Committee on Medical Journal Editors. Guidelines on authorship. *British Medical Journal* 1985; 291:722.

Gien LT, Banoub-Baddour S. Whose name comes first? The etiquette of publication: a civilized guide to courteous co-authorship. *The Canadian Nurse* (vol/year unknown).

Huth EJ, Guidelines on authorship of medical papers. *Annals of Internal Medicine* 1986; 104:269-274.

Huth EJ, Irresponsible authorship and wasteful publication. *Annals of Internal Medicine* 1986; 104:257-259.

## **The PhD Dissertation Proposal and Advisory Committee**

As noted in the previous section, students are expected to successfully complete their comprehensive exam (meaning subjected to oral defence, passed and a credit approved) **before** proceeding to the formal presentation of the dissertation proposal.

According to AHS guidelines (**found at the Applied Health Sciences website, Graduate Studies, <http://www.ahs.uwaterloo.ca/facgrad/facpolicies.html>**), the PhD Advisory Committee should be formalized soon (normally within one month) after passing the PhD Comprehensive exam. The PhD Advisory Committee may (and typically does) include some or all of the members of the comprehensive committee (on the related topic).

**The PhD Advisory Committee** comprises a *minimum of 3 faculty members*, and must include: (a) *a Supervisor* (normally from HSG; otherwise an HSG faculty member must agree to act as co-supervisor); and (b) *2 other faculty members* (at least one of whom must be from HSG or have a cross-appointment in the HSG program; the other committee member must also be from UW, but can be from outside the department or faculty). Additional members may be added, up to a maximum of 2 co-supervisors and 3 other faculty members. Note that co-supervisors count only as ONE member of the committee.

*NOTE:* The supervisor (or co-supervisor) must have Approved Doctoral Dissertation Supervisor (ADDS) status.

A **PhD Dissertation Advisory Committee and Proposal Notification** form and a bound copy of your proposal must be completed and submitted to the GSC *at least two weeks prior to scheduling the PhD Proposal Defence meeting.*

There is often confusion regarding the **distinction between the PhD Advisory and Examining Committees**. The PhD Advisory Committee is your internal committee whom you will work with from the beginning (i.e., developing and approving your proposal) to the end (i.e., completing your dissertation). The PhD Examining Committee, meanwhile, is formed for the explicit purpose of your final defence. The PhD Examining Committee, which includes two individuals in addition to your Advisory Committee (namely, an independent external examiner and what is called an internal/external), is not appointed until 8-12 weeks prior to the final PhD defence. There are university and faculty policies concerning the composition of both these committees and procedures which must be followed in regards to the PhD Proposal and Final Defences.

**Caution:** Students may begin planning their dissertation before completing the comprehensive exam. Some students may even pilot-test tools or protocols they are considering. Others may be involved in prospective or longitudinal research projects involving waves of data collection which they wish to include in their dissertation project. What must be kept in mind is that **you have not been granted formal permission to proceed with data collection and/or analyses until the dissertation proposal has been successfully defended and approved by all members of your dissertation advisory committee.** Your advisory committee may request minor or major modifications to the proposed study rationale, objectives and/or methodology (design, sampling, instruments, data collection procedures, analyses, etc.), regardless of work conducted prior to the proposal defence. ***It is also very important to keep in mind that UW Ethics Approval is required for all research projects, including student thesis research, prior to data collection.*** Thus, students are strongly advised to proceed with caution, ensure their supervisor is aware of all activities, and obtain formal approval for their dissertation project as soon as possible.

## **HSG Guidelines Regarding the Use of Primary vs. Secondary Data for Dissertations**

The proposal may include results of pilot studies, and with the approval of the Advisory Committee, such work may also be included as part of the actual dissertation.

Typically, data collection for the dissertation does not proceed until: a) the Advisory Committee has approved the dissertation proposal; and b) UW ethics clearance has been obtained. The rationale for this is twofold: (1) to protect the student from carrying out work in advance that may not be approved by the committee; and (2) to ensure that doctoral students have the capability to carry out the full research process (from independently developing the study design and research questions to choosing appropriate methods of data collection and sampling procedures to actually collecting, analyzing and interpreting the resulting findings). In other words, the department wants to ensure that doctoral students have adequate training regarding the “core competencies” involved with conceptualizing and carrying out an independent research project from start to finish.

**While most dissertation projects will involve original data collection that takes place after the formal approval of the proposal, it is permissible to also conduct secondary data analyses and meta analysis of existing data sets for the dissertation under certain circumstances. We recognize that in the fields of population health and health informatics, to name a few, the large data sets currently available present opportunities for scientific advances. If a student wishes to pursue the option of secondary data analysis as a primary component of his or her dissertation project, approval in principle must first be obtained from the department graduate affairs committee (prior to the formal proposal defence). The supervisor involved must make a case in writing that the student in question already has the “core competencies ” (described above) concerning carrying out the full research process and provide evidence in this regard (i.e., previous scholarship and research experience). Once approval in principle from the grad affairs committee has been granted, the student can proceed with the usual process of presenting the dissertation proposal and obtaining approval from the PhD Advisory Committee concerning the rationale for the project, proposed research questions and proposed sampling and data analysis strategies.**

## Procedures for PhD Proposals and Final Defences

As noted above, doctoral students must complete the *PhD Thesis Proposal Notification Form* and submit this form to the GSC **at least two weeks** prior to scheduling the PhD Proposal Defence meeting. The steps for scheduling the proposal defence and booking rooms are the same as for the Master’s Thesis Proposal, as are the policies regarding absent committee members (refer back to this section). Similarly, the supervisor of the committee acts as the Chair for the PhD Proposal Defence and Meeting. At the end of the meeting, the PhD Advisory Committee decides whether or not to grant the student approval to proceed and the conditions of such approval. Similar to the Masters’ Proposal, an addendum may be required stipulating changes to the original proposal.

As would be expected, the procedures for the **Final PhD Dissertation Defence** are more rigorous and set by the university. **The PhD Examining Committee (Board) must be arranged at least 8 weeks prior to this defence.** It is the supervisor’s responsibility to work with the faculty graduate studies personnel to obtain approval of the external examiner as well as the internal/external member of the examining committee (a UW faculty member from outside the department who is not on the Advisory Committee) from the Associate Dean of Graduate Affairs and members of the faculty graduate affairs committee. A Chair for the final PhD defence will be appointed by the Dean of Graduate Studies for the university. *While you and your supervisor can discuss suitable experts in your field who may potentially serve as external examiners, the student is not involved in any way with contacting the external examiner. It is the student’s responsibility, however, to:*

- (1) *contact members of your advisory committee concerning possible dates for the final defence;*
- (2) *book a room, in consultation with the GSC (most PhD Defences are in BMH 3119); and*
- (3) *provide copies of the dissertation to all members of your advisory committee, including the appointed internal/external (as well as two additional copies to the GSC--one for the public display and one for the external examiner) at least five weeks in advance of the scheduled PhD defence.*

*Contacts for BMH room bookings:*

For: BMH 3119 (round table), LHN 1703 and LHN 2703

Contact: Dawn Cheng, Dean's Office, ext. 32920, [dacheng@uwaterloo.ca](mailto:dacheng@uwaterloo.ca)

There are a number of policies regarding PhD Defences. For instance, a brief written report prepared by the external examiner is required one week in advance and sent to the Associate Dean's Office. The supervisor will be allowed to convey general concerns that are outlined in this report to the student. The student is only allowed to read the external's report, however, after the defence upon request. The current university policy on absent members of the PhD Examining Board for defences can be found in the appendix.

#### **Important notes:**

1. Refer to [http://www.grad.uwaterloo.ca/Thesis\\_Regs/thesistofc.asp](http://www.grad.uwaterloo.ca/Thesis_Regs/thesistofc.asp). The dissertation format must follow university guidelines. The Graduate Studies Office will look over your dissertation to ensure it is formatted correctly.

2. Ph.D. Dissertation Abstracts. Due to budget constraints, and effective 1990, the University of Waterloo will no longer bear the cost of Ph.D. thesis abstracts publication in "Dissertation Abstracts", a journal circulated as a subscription basis from Ann Arbor, Michigan. Students who wish to have their abstract published in this journal must pay a fee. Cash or a cheque payable to the University of Waterloo should be submitted with the abstract and permission form to the Graduate Studies Office after the thesis is accepted and prior to graduation. Permission and payment forms are available in the Graduate Studies Office, Needles Hall.

## **I. Financial Policies**

Full-time students are eligible to receive teaching assistantships or research assistantships, subject to availability. All students, including international students, should refer to the Scholarship Information website <http://www.grad.uwaterloo.ca/scholarships/aid.asp>.

### **Policy on Departmental Support for Graduate Students**

*There are, generally, three sources of money for supporting students:*

- *Teaching Assistantship (TA)* - this source of money comes from University Operating Funds allocated to the department
- *Research Assistantship (RA)* - this source of money is awarded to faculty in Health Studies and Gerontology through research grants and contracts
- *Scholarship* - this source of money is applied for and carried by the student.

For TA and RA positions, an average of ten hours per week of work is expected. For students classified as full-time the maximum you **can** work, according to Provincial Government Policy, is ten hours per week. Please refer to the Policy Guidelines on Graduate Student Support and UW Policies, Procedures and Committees handout, distributed with your offer of admission package.

In awarding a TA, the first priority must be to award the TA to a student who can function effectively within a particular course. The questions of student need and overall excellence are secondary to the departmental teaching requirement. The same principles apply to RAs where the requirements of the research are the first consideration.

While the above outlines our priorities in awarding TAs, you will receive financial support from other sources. The exceptions to this are part-time students, non-regular graduate students (i.e., qualifying, post-degree, non-degree), and students who decide to come after being informed that financial support is not available.

Full-time M.Sc. students are guaranteed three terms of support at a level that corresponds to the University defined amount of maximum TA support. Whenever financially possible, the department will attempt to provide a third term of support for M.Sc. students. Full-time Ph.D. students are guaranteed nine terms of support. **If you receive an external scholarship, we do not guarantee TA or RA support.** This is to enable us to provide financial assistance to as many students as possible.

Normally, payment is made to you for teaching assistance during the Fall and Winter terms. Depending on the number of undergraduates enrolled in the Spring term, one or two TAs may be available for the Spring as well. **Since the Spring term is not necessarily a support term, please plan your finances accordingly.**

While the Department of Health Studies and Gerontology guarantees the above minimum support, occasionally a student will receive additional support for a variety of reasons: the student may have a particular research skill of value or a faculty member might employ a student on a research grant or contract or the student may have a unique ability to fill needs created by the teaching activities of the department. While there is a minimum amount of guaranteed support for a defined length of time, you should not be surprised if you learn that another student at the same stage in his/her academic career is earning more money than the minimum funding.

### **Research Assistantship Support**

Research Assistantships (RAs) are often available from individual faculty members. The RA amount is usually the same as the current TA rate, but can vary. You should make known to your supervisor and the graduate office your interest in becoming a Research Assistant, and the skills you can bring to this task. The needs of any particular faculty member with a research project may vary considerably, and the amount of research funding available from faculty members changes constantly due to the irregular availability of grants and contracts. Also note that it is completely up to the individual faculty member as to whom he or she hires as his or her RA. The decision also depends on your expertise and the nature of the project. When you are hired as an RA, it is your responsibility to ensure that the GSC receives the following information:

- a. the name of the faculty member with whom you are working;

- b. a copy/photocopy of the "Registered Student Salary Authorization" form, the "Casual Earnings Request" form, or whatever payment form was used (which should include dates of employment and salary);
- c. the official title of the research project; and,
- d. the name of the agency/company who is supporting the research.

### **HSG Program Criteria for UW Graduate Scholarships**

The Graduate Studies Office (Second Floor, Needles Hall) maintains a database file of all scholarships and fellowships available to graduate students at <http://www.grad.uwaterloo.ca/scholarships/index.asp>. Awards are based on full-time registration in a graduate program with a minimum 80% average, and other scholarly activity as required by the Graduate Studies Office. The HSG Graduate Studies Committee also considers other evidence of outstanding scholarship (e.g., presentations at conferences, publications, outstanding practicum reports, etc.) and demonstrated progress towards completion of the degree.

### **External Scholarships/Types of Support for Graduate Students**

Refer to the Scholarship Information website for current information. In addition, you should check your departmental mailbox, watch the HSG Graduate Student Bulletin board and the Faculty Graduate Notices Board (BMH 3110) for notices concerning forms/deadlines for scholarships, bursaries and fellowships. Please see the GSC for more information, or contact the GSO. *An informational session on scholarship applications is normally given by the GSO in September.*

### **Undergraduate Course Teaching**

*Doctoral students are encouraged to participate in teaching at least one undergraduate course at some time during their program of study. This will generally be a third or fourth year course in the student's area of research interest. While undergraduate teaching is negotiated between the student and Chair/Director, and is based on the undergraduate program needs as well as graduate student interest, you may wish to let the Graduate Officer and/or the Undergraduate Officer know if there are specific courses that you would like to teach. The graduate student's supervisor will often act as a mentor to assist with this first teaching experience. Assistance is also available through the Centre for Teaching Excellence (CTE).*

### **Research Grants**

Sometimes it is possible to obtain a research grant from an agency that is interested in your thesis topic. This is especially true if you are working on a project with a supervisor who has obtained a grant. When you are developing your thesis proposal, ask your thesis supervisor where you (or he/she) may apply for financial assistance. Once again, for further information, check with the Graduate Studies Office.

### **Travel Assistantship for Students Presenting Papers at Conferences**

Full time students are eligible for these assistantships if they are presenting the results of research they conducted while at the University of Waterloo at professional or academic meetings. Students are normally expected to be the first author and must be the conference presenter. Confirmation of presentation and abstract do not need to be submitted prior to handing in the application.

There are three deadlines to receive completed **Research Travel Assistantship** applications during the year:

April 1<sup>st</sup> = Spring

August 1<sup>st</sup> = Fall

December 1<sup>st</sup> = Winter

Only graduate students currently registered full time in a degree program at Waterloo are eligible. Priority will be given to Doctoral students who have not used the award twice and Masters students who have not received this award previously.

**Graduate Travel Assistantships** are cost shared by the student's Supervisor (if possible), the Department, the Faculty of Applied Health Sciences and the Graduate Studies Office. Current stipends from the Faculty are \$100 for master's students and \$150 for doctoral students. The Graduate Studies Office will normally pay expenses up to the total amount paid within the Faculty, with a maximum of \$300. These dollar amounts may be adjusted from time to time depending on the budget available and the number of travel requests.

Students are encouraged to acknowledge the assistance of funding from the Graduate Studies Office in their abstract and/or presentation.

Please note that a student will not normally receive funds more than once per fiscal year.

- a. The student should reserve funds in advance of the conference by completing a Research Travel Assistantship form, <http://www.grad.uwaterloo.ca/forms/Scholarships/travel.pdf>, obtain the necessary signatures and funding support from Supervisor and Department. Submit the request form to the Faculty Graduate Studies Coordinator, with the following information:
  - i. the name, place and date of the conference;
  - ii. a budget outlining the expected costs to be incurred;
  - iii. students must also submit a one page summary of research experience and significance of the conference you attended.
- b. When more than one student is presenting at the same conference, the applications for funds should be sent to the University Graduate Studies Office at the same time.

It should be clearly understood that the sum total of support from the Department Chair, Dean, Supervisor and Dean of Graduate Studies may not add up to the predicted budget. Hence, students must understand that they may incur personal expenses. In this regard, students should be sure that they seek places where accommodation and meals are cheap (i.e., university residence). Where this is not possible, students should double or triple up in hotel rooms.

*Once the Associate Dean has approved the application, you will be notified.*

## **Salaries for Student and Non-Student Assistants**

### **Graduate Student Research Assistants (RA)**

Graduate student RA's should be viewed as support for students while they are working on their academic program(s). The amount of the RA may vary depending on the research project. It is understood that research grants may be insufficient to allow for payment of salaries according to the maximum rates. Thus, it is inevitable that different rates of pay will be determined by individual faculty members in meeting their own requirements with the grant funds available to them. Rates established for individual RA's should take into account their earnings from all sources. Applicants for research grants should apply for the "maximum" in all cases so as not to penalize graduate earnings unless such maximum application would jeopardize the awarding of the overall grant. If an RA is to be employed full or part-time during a non-academic or summer term, his or her wages may be calculated on an hourly basis as for an Assistant.

### **Assistants**

A person employed to work on a research project is classified as an Assistant in the following cases:

- i. If a faculty member is hiring someone to work full or part-time on a project and that person is a graduate student, but the work is not directly related to the student's program, then the employee is classified as an Assistant, rather than a Graduate Student Research Assistant (RA). Normal UW personnel policies must be followed. The approval of the Dean of Graduate Studies must be secured prior to hiring.
- ii. If a faculty member is hiring someone to work full or part-time on a project and that person is not registered as a full-time student, during the period of employment, then the employee is classified as an Assistant and the normal UW personnel policies must be followed. For example, a student who has been employed as an RA during the academic term would be paid as an Assistant for work undertaken during a non-academic term or in the summer.

### **Statutory Deductions and Fringe Benefit Costs**

In addition to the salaries of research personnel the employer's share of the cost of fringe benefits is to be paid from research grants. The statutory deductions which apply to all employees are UIC, CPP and vacation pay. These approximate 9% of the basic salary. Full-time research staff who are employed for more than one year may also be eligible for supplementary benefits (University pension, LTD, insurance, OHIP, Dental Plan, and so on) For these employees the total benefit cost would be a minimum of 14%. The Department of Human Resources can advise the applicant of specific requirements.

### **Annual Increments for Continuing Staff**

Full-time Assistants may be eligible for increases annually at July 1st per normal University policy. Researchers applying for multi-year grants should include in their budgets an adjustment factor for salary expenses, consumables and travel to offset the effects of inflation in the subsequent years of the grant. For salaries it would be appropriate to allow for an annual increment of between 3 and 7 percent. This is assuming that the employee's starting salary was well below the maximum level. For non-salary items a 4% annual inflationary allowance is suggested.

### **Thesis Regulations/Expenses**

Many of the theses currently being done in the department, especially those which involve data collection, are complex and costly projects. While many students opt to do thesis research that is directly related to a faculty member's research grant or contract award, some do not. In either case, it is very important that

the costs of performing the study, reducing and analysing data, and typing the document be estimated at the proposal stage. How these expenses are to be met must also be determined with your supervisor.

It is recognized that unforeseen expenses may occur on any project; however, you cannot expect the department or your advisor to cover costs or cost overruns.

## **J. Additional Information about the University Of Waterloo**

### **Access to Building after Hours**

A building key is not necessary as B.C. Matthews Hall is open 24 hours a day except during the Christmas break. Corridor doors are locked between 4:30 p.m. and 8:30 a.m. on weekdays and all day on weekends, but your office key will give you access to the Department. Access to other buildings (e.g., Math & Computer, or the Physical Activities Complex) is possible most hours that you would have need to use these facilities.

The information in this section is relatively up-to-date. If you require more accurate details, please refer to the latest edition of the UW Graduate Calendar.

### **Living Accommodations for Graduate Students**

Please refer to the current UW University of Waterloo Graduate Calendar, Housing & Residences (<http://www.housing.uwaterloo.ca/>), for complete details.

### **Graduate Student Association and the Graduate Club**

All graduate students are automatically members of The Graduate Student Association. The Grad House is situated in the centre of campus and serves lunches and alcoholic and non-alcoholic beverages at moderate prices. Consult your fellow graduate students for more information.

### **Libraries** <http://www.lib.uwaterloo.ca/>

There are a number of libraries on campus. The Dana Porter Arts Library, which is located in the centre of the campus, is the main library for arts humanities and social/behavioural sciences materials. The Davis Centre Library is located in the Davis Centre and contains materials related to mathematics, engineering, biological and health sciences, physical sciences, and so on. For manuals and other materials related to computer software and its application, the IST has a special CHIP service centre located on the bottom (1<sup>st</sup>) floor of the Math and Computer Building.

The University is linked to the Ontario Inter-University Library System whereby it is possible to obtain a copy of a book or journal which is not available in our library within 48 hours. Inter-library loan (ILL) service reaches across North America. The Interlibrary Loan (RACER) system allows you to obtain items not available at the TUG libraries, including the UW Library. You may login to RACER to request books, journal articles, etc. not held in the TUG libraries at [http://www.lib.uwaterloo.ca/ILL\\_DD/racer.html](http://www.lib.uwaterloo.ca/ILL_DD/racer.html)

The Faculty operates the Lois Matthews Reading Room in BMH 3035. It is available to faculty and graduate students for informal meetings and conversation as well as browsing.

### **Parking on Campus**

You may park in any of the visitor parking lots and pay each time you enter. The current rate is between \$3.00 to \$4.00. You may pay by the term in selected lots (depending on the availability of space), in which case you need to contact the Parking Office in the Security Department which is located in the Commissary (COM), extension 33100.

## **Banking**

Major banking organizations have branch offices located close to the University and the Canadian Imperial Bank of Commerce has a branch located on the lower level of the Student Life Centre. Assistantship and scholarship payments are deposited directly into your local account. Please check with the Payroll Department in the General Services Complex (GSC) to be sure that you have filled out the appropriate forms.

## **Housing** <http://www.housing.uwaterloo.ca/residences/index.html>

As with most university cities, housing is at a premium. Therefore, the earlier you can arrange accommodation, the closer you will be to the University and the cheaper the rate. There is a Housing Office located in Village 1 (V1) which provides lists of apartments and rooms to rent. You should consult this source as soon as possible. Another good source of information is the current graduate students who, based on experience, may be familiar with upcoming vacancies. New to campus housing is Columbia Lake Village, designed specifically for graduate students.

## **Careers Information Office** <http://www.careerservices.uwaterloo.ca/>

Career Services provides assistance to students graduating with advanced degrees who are seeking employment. Types of employment and the organizations and agencies compatible with individual students' needs and abilities are discussed during personal interviews with career advisors. Group sessions for students are held on job-hunting techniques, resume writing and successful interviewing. Each year, several hundred employers are invited to conduct on-campus interviews for all graduating students. Post-graduate students may participate in interviews during the Fall and Winter terms.

## **Bookstore** <http://www.bookstore.uwaterloo.ca/home.html>

The Book Store, with three sales areas, is located in South Campus Hall. It provides for all of the student's textbook needs, more than 30,000 titles of non-required books, engineering, art and optometry supplies, stationery and crested merchandise.

Normal Bookstore hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Extended hours as posted as required. For general information, call extension 32902.

## **International Student Office** <http://www.iso.uwaterloo.ca/>

The International Student Office (ISO) aids international students through its special programs and by providing information on many aspects of living in Canada: immigration regulations, community services, personal problems, legal problems, cultural adjustment, orientation to university life, and so on.

Programs include Host Families, English conversation class, English tutors, temporary housing, TOEFL preparation courses and United States visa service.

All students from outside Canada are invited to visit the International Student Office in Needles Hall (NH-1101). Hours are 9:00 a.m -12:30 p.m. and 1:30 p.m.- 4:30 p.m. Monday - Friday.

### **Health Care** [www.healthservices.uwaterloo.ca](http://www.healthservices.uwaterloo.ca)

*Health Services.* Registered students can receive medical care, nursing care and counselling services at Health and Safety. A roster of family doctors attends Health and Safety each day to see students. A Health and Safety physician is on 24-hour call seven days a week for students.

Hours: Monday to Friday – Fall & Winter terms 8:30 a.m. – 7:30 p.m.; Spring term 8:30 a.m. to 5:00 p.m.  
Allergy Injections: Fall & Winter terms 9:00 a.m. – 5:00 p.m.; Spring term 9:00 a.m. to 4:00 p.m. (unless posted otherwise)

Health Insurance: Physicians' fees at Health and Safety as well as laboratory work and X-rays are paid for by the Ontario Health Insurance Plan (OHIP). For detailed information on OHIP, students can obtain a free booklet, “The Ontario Health Insurance Plan General Guide”, at the Clinic. OHIP application forms are also available at the Clinic. Students from other Canadian provinces and foreign students should check with Health and Safety staff regarding their coverage.

With the exception of visa students, all full-time students are covered by a Student Supplementary Health Insurance Plan. Premiums are shown in the Schedule of Fees. Dependent (family) coverage can be obtained by payment of an additional premium. A pamphlet detailing this plan is available at Health and Safety, the Registrar's Office, Financial Services, or the Federation of Students' Office.

Visa students, no longer covered under the Supplementary Health Insurance Plan since June 30, 1994, should enrol for the UHIP or University Health Insurance Plan. This plan can cover either the student alone, one dependent or more than one dependent at different costs. To apply for dependent coverage the student must apply for coverage within 30 days of arriving in Canada. After this time the student must seek coverage from another private insurer or be responsible for their own medical costs. The Graduate Studies Office cautions that medical costs are very high, for example, one day in the hospital can cost as much as \$2,000.00 in Canada. Information regarding this plan can be obtained from the Graduate Studies Office.

### **Centre for Teaching Excellence (CTE)**

The Centre for Teaching Excellence (CTE) fosters teaching and learning of the highest quality at Waterloo. They support the development of instruction by working collaboratively with departments and individuals at all career stages, and promote the importance of effective teaching and meaningful learning across the university.

They approach their work by listening to, questioning, encouraging, and celebrating Waterloo's teachers. To achieve their mission, they:

- assist instructors with exploring, integrating, and evaluating different approaches to teaching and learning
- connect instructors to one another to create dialogue and build networks around teaching and learning
- respond to evolving needs and issues regarding teaching and learning within the university environment

Their programming is designed to support instructors at various points in their careers:

- Programming on course design, academic integrity, learning technologies, internationalizing the curriculum, and more.
- Course redesign workshops such as the Teaching Excellence Academy.
- An Open Classroom Series in which award-winning faculty members invite their colleagues to their class.
- Assistance with Curriculum Renewal projects for your department.
- CTE Faculty Liaisons who assist with the development of online tools and tasks for use in UW-ACE.
- Consultation on conducting research on the impact of teaching on student learning.
- One-on-one consultations with faculty members.

## **Child Care**

There are a variety of child care services available through four centres on campus. The Early Childhood Education Centre provides half-day preschool programs for children ages 3-5. The Hildegard Marsden Co-operative Day Nursery provides full day care for infants and children ages 3 - 33 months. Both the Klemmer Farmhouse Co-operative Nursery and the Paintin' Place Co-operative Day Care provide full-day care for toddlers and pre-school children.

## **Policy on Bicycles in University Buildings**

This statement makes clear that bicycles are not to be taken into or parked in campus buildings. The only exceptions are the storing of bicycles in areas specifically designated for this purpose located in the residence facilities and the UW Bike Centre in the Student Life Centre.

Departments administering buildings and UW Police are authorized to remove any bicycles found within campus buildings and not parked in outside bicycle racks.

This policy is not intended to discourage bicycle use but to ensure UW's compliance with fire and life safety requirements.

## **K. Post-Graduation Procedures**

Upon completion of your degree program:

1. before you deposit your thesis, see the GSC to ensure you have all the necessary signatures for your final revisions and your degree completion and intent to graduate forms signed off.
2. return your keys to the Faculty Administrative Assistant, BMH 3114.
3. leave a forwarding address for thesis distribution purposes and future contacts
4. pay any outstanding photocopying and/or library bills

## **L. Important Dates & Deadlines**

## **Scholarships**

### NSERC

- Tracy Taves will send out announcement email concerning scholarship beginning of September
- departmental deadline for completed application end of September

### OGS

- Tracy Taves will send out announcement email concerning scholarship beginning of September
- departmental deadline for completed application mid-October

### SSHRC (Master's and Doctoral)

- Tracy Taves will send out announcement email concerning scholarship beginning of September
- departmental deadline for completed application mid-October

## **Academic Term Deadlines 2011/2012 - see**

<http://gradcalendar.uwaterloo.ca/page/GSO-Academic-Deadlines-and-Events>